

Budget Explorer User Guide

Fiscal Crisis and Management Assistance Team

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This manual was developed to help users improve their performance in Budget Explorer.

Part 1 is the overview of Budget Explorer features and its value for different user groups.

Part 2 describes registration process to start working with Budget Explorer.

Part 3 is the most important part of the manual. All major concepts, assumptions and considerations are explained in this chapter. This chapter is crucial to core understanding of Budget Explorer functionality and interface.

It is strongly recommended to read at least part 3 and chapters 4.11 - 4.11.4 before you start working with Budget Explorer.

Part 4 gives detailed explanation of every module of Budget Explorer and describes all aspects of every page in Budget Explorer.

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1 Creating Multi-Year Projections using Budget Explorer

1.1 Introduction to Budget Explorer

Welcome to Budget Explorer (BE) – the Web-based, easy-to-use budget forecasting software designed for California school districts and county offices of education. Because BE is Web-based, it is possible to access, create, and edit projections from anywhere a Web connection is available.

From the first day of development, BE had 2 prerequisites:

- it must be simple to learn, and;
- it must be user friendly.

The design of BE has met these objectives, and it is our hope that your experience with the software will be a productive one.

Features of the Software

Simplicity notwithstanding, powerful functionality has been packed into BE. SACS-compatibility, what-if modeling capability, and powerful reporting features make BE an excellent tool for your CBO toolkit. Many new features and modules enhance the software's capability. Some of these modules include:

- Enrollment Projection Module;
- Revenue Limit Calculation Module;
- Salary Forecasting Module;
- Resource Auto balancing Module;
- Audit Logging Module;
- Update Projection Module;
- Cash Flow Module.

1.1.1 District Office Uses

The primary objective of BE is to help districts make more informed budgeting decisions by projecting the fiscal impact of current decisions on future fund balance. The following list outlines just a few of the other uses that make Budget Explorer such a useful tool.

- Budget Explorer can be used to create multi-year projections for inclusion in first and second interim reports;

- Users can predict how an increase or decrease in enrollment will impact fund balance;
- What-if analysis can help districts accurately determine how a salary increase or COLA will impact expenditures;
- Sensitivity analysis can be used to determine the impact of a change in a single variable over an entire projection;
- Projection reports can be provided to board members and the community to convey long-term fiscal health;
- The impact of changes in class size ratios on teacher staffing requirements and certificated expenditures can be accurately determined;
- Valuable information can be provided in a very timely manner during negotiation meetings with staff units;
- Information crucial for budget creation and maintenance is provided by BE when budget time rolls around;
- Fine tuning adjustments in revenue limit income can be made with the RL calculation screen;
- Total contributions to restricted resources can be determined and accurately projected using a very unique and simple to use “Contributions Edit” window;
- Cash Flow module allows to project revenues and expenditures flow month by month;
- “Resource” format of the budget forecast allows input of revenues and expenditures by Resource and object code using the SACS Resource format.

1.1.2 County Office Uses

County office users will find BE useful because it serves the needs of both internal and external business services requirements. Internal business services users need projection tools that are compatible with the unique funding characteristics of county offices. And external business services users need projection tools that will help them better track local district fiscal positions, and review fiscal trends.

1.1.3 COE Internal Business Services Uses

Funding for county offices is very different from that of district offices, and there’s never been a software tool that could handle the unique requirements of the COE funding model. Special enrollment categories specific to county offices receive uniquely calculated funding streams, requiring a software tool that offers the entire range of calculation algorithms necessary to create county office projections. With Budget Explorer, county office internal business services users now have access to the county office revenue limit calculation form (Form O) together with all of the enrollment categories and associated revenue calculations that are unique to county offices. Creating a multi-year projection for a county office has never been easier.

1.1.4 COE External Business Services Uses

As the list below indicates, Budget Explorer is a reliable tool for county office external business services staff members to use for keeping track of school district fiscal positions.

When authorized county office external business services users log into BE, they are greeted with projection folders for each of the local school districts within their county jurisdiction – organized alphabetically by the names of the school districts. Multi-year projections created within the “district-named but county office owned” projection folders are private, visible only to the authorized county office staff. When necessary, special flags can be turned on providing district office staff with read-only or read-write access to their district-respective projection(s) for reviewing and/or editing.

The ability to spot fiscal trends before they are irreversible is a critical requirement of any county office. The multi-year projection component of district interim reports requires districts to submit a projection that reflects the current year plus two subsequent years for fiscal review. Although these projections may not lead a county office to assign a qualified or negative certification, they can provide useful information on district fiscal trends allowing remedial action before it’s too late.

Maintaining AB1200 fiduciary oversight over the fiscal condition of local school districts is the legislatively assigned responsibility of every county office in the state. However, there is no standard for the source, structure, or system to be followed by district staff in creating the multi-year projections contained within submitted interim reports. Some districts use spreadsheets, while others use dedicated multi-year projection software such as MYP marketed by School Services of California. Without standards for how multi-year projections are to be created, it is impossible for county office staff members to easily review and confirm the validity of the assumptions, variables, and rules that are integral to the projection integrity. As a result, county office staff members are sometimes forced to accept the validity and integrity of local school district projections with little or no quantitative analysis on which to base the acceptance. Budget Explorer changes this by providing a standard for projection rules that can be easily reviewed for validity by county office staff. Suddenly, projections become a true tool for reviewing long-term fiscal health, offering a true and accurate insight into the fiscal well-being of local school districts.

1.1.5 System requirements

MS Windows XP, Windows Vista, Windows 7

MS Internet Explorer v.8+; Firefox 3.5+; Chrome 12+; Safari 5+

MS Excel (for reports)

Adobe Acrobat Reader (for reports)

2 Getting Started with Budget Explorer

The system requirements to use Budget Explorer are few, and you must first obtain an account before you can use BE.

System Requirements

Budget Explorer requires use of Internet Explorer (IE) v.8; Firefox 3.5+; Chrome 5 or Safari 4, and screen resolution should be set to 1,024 by 768 pixels or higher for best viewing.

2.1 Obtaining an Account on Budget Explorer

User must first obtain an account before you can use BE. A unique user account assigned by FCMAT provides access to the BE Web-site. User account is password-protected, ensuring that budget forecasts are safe, confidential, and cannot be accessed by unauthorized users. Follow the steps outlined below to obtain an account.

Run Internet Browser and go to <https://www.budgetexplorer.org>. A screen similar to the one shown in Figure 2.1 on the next page will be displayed.

Figure 2.1: The Budget Explorer Login Screen

FCMAT
FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
CSIS California School Information Services

BUDGET EXPLORER v. 5.0
Multiyear Financial Forecasting Software for K-12 School Agencies

Budget Explorer Update

With the introduction of version 5, Budget Explorer (BEv5) packs a variety of powerful new and upgraded features, delivers faster performance, and is more user-friendly than ever.

New and upgraded features:

- Cash actuals data can be uploaded electronically;
- Cash Flow screens are more "spreadsheet-like";
- Data can be exported to the state's SACS software;
- A "Zap All" rule can be used to sunset entire resources

Performance acceleration:

BEv5 was recreated from the ground up to take full advantage of the latest advances in application, database, and hardware technologies.

Improved user experience:

BEv5 is more user friendly than ever and offers a cleaner user interface. It also has more extensive help facilities and now runs on such web browsers: Firefox, Chrome and Internet Explorer. I'd like to learn more about Budget Explorer.

Sign In

Username:

Password:

Remember My Password: ☐

Login

[Forgot Password](#) | [Request Account](#)

News

10/3/4/2010-11 Object 8011 Cash Flow Distribution Schedule (with Deferrals)

| Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Accruals |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|------|-----|----------|
| 0% | 2% | 5% | 9% | 9% | 10% | 9% | 1% | 0% | 13.6% | 1.9% | 0% | 18.5% |

On behalf of FCMAT, thank you for your continued use and support of Budget Explorer v.4.0 Multi-Year Financial Projection and Cash Flow software.

Anthony L. Bridges
Certified Fraud Examiner, Deputy Executive Officer
Fiscal Crisis & Management Assistance Team

As you can see, the BE login screen allows you to either log into Budget Explorer or request an account in the system. Because BE is a secure system, you must first establish an account before you can begin working with the software.

Click on the Request an Account link. A screen similar to the one shown in Figure 2.2 will be displayed.

Figure 2.2: The “Request an Account” Screen

Budget Explorer v5.0 Account Request

First Name:

Last Name:

Phone:
 Ext:

E-mail:

LEA:

Desired Username:

Security Question:

Answer:

Budget Explorer v5.0 License Agreement:

**End-User License Agreement
Version 5, 2011**

**Fiscal Crisis and Management Assistance Team
1300 17th Street
Bakersfield, CA 93301**

Please take a moment to read the license agreement now. If you accept the terms below, click “I accept the terms in the license agreement”, then click “Next”. Otherwise click “I do not accept the terms in the license agreement”.

IMPORTANT! PLEASE READ CAREFULLY

☐ I accept the terms in the license agreement
☒ I do not accept the terms in the license agreement

Cancel

Next

Fill the form with your information:

- Enter the first name of the user then press the Tab key.
- Enter the last name of the user then press the Tab key.
- Enter the phone number of the user then press the Tab key.
- Enter the e-mail address of the user then press the Tab key.

- Select the LEA (Local Educational Entity) name for which the projections will be created then press the Tab key.

After reading the agreement, and if you agree to the terms outlined within the agreement, click the radio button to the left of “I accept the terms in the license agreement” (Note: If you do not agree to the terms and conditions outlined within the License Agreement, simply click the **Cancel** button.)

Enter the Username desired by the user then click **Next**. A screen will be displayed indicating that your request has been transmitted to FCMAT.

If desired, click on the **Cancel** button to return to the Budget Explorer login page.

2.2 Retrieving forgot password

Forgot Password link allows retrieving lost/forgotten password or login to established account. You will be required to enter email that is matching to email stored in your account information.

Figure 2.3: Retrieve Lost/Forgotten Password screen

Retrieve Lost/Forgotten Password

Enter your Valid E-mail

E-mail:

2.3 Logging Into Budget Explorer

Once your account has been established, you can log into BE and begin creating and maintaining projections. Follow the steps outlined below to log into BE.

Run your Internet Browser and go to <https://www.budgetexplorer.org>. A screen similar to the one shown in Figure 2.1 (see p.8) will be displayed.

Type your Username and Password into the appropriate fields, then press **Enter** or click **Login** button.

In case the BE Administrator let you change password Budget Explorer will display **My Profile** screen (see Figure 2.4 on p.11). There all common, personal information and your





password may be changed. You should select Challenge Questions and enter the answer to restore your password if you would happen to forget it.

Next time after login you will see **The Projection List** screen (see Figure 4.1 on p.52).

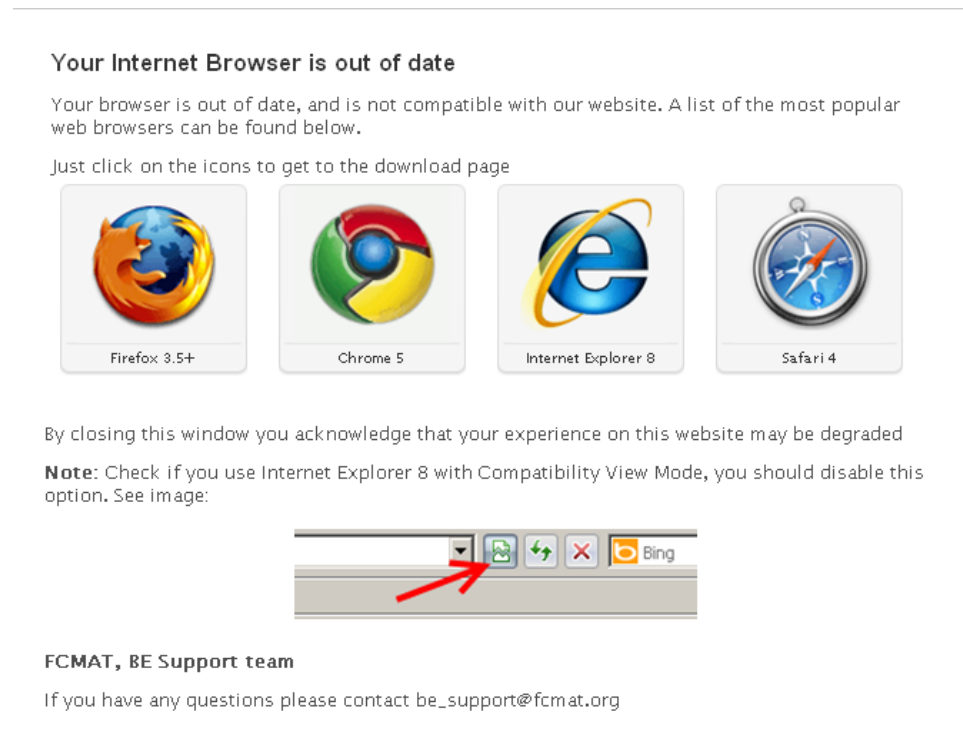
Figure 2.4: My Profile Screen

My Profile

This is Your First Login. You Must Reset Your Password.

| | |
|---|--|
|  <p>Common Information</p> | <p>Username:</p> <input type="text" value="User"/> <p>Role:</p> <p>User</p> <p>E-mail:</p> <input type="text" value="User@email.com"/> <p>LEA:</p> <p>Lakeside Joint Elementary</p> |
|  <p>Personal Information</p> | <p>First Name:</p> <input type="text" value="Name"/> <p>Last Name:</p> <input type="text" value="Lastname"/> <p>Contact Phones:</p> <input type="text" value="415 415 41 41"/> |
|  <p>Change Password</p> | <p>New Password:</p> <input type="password" value="....."/> <p>Confirm New Password:</p> <input type="password" value="....."/> <p>Leave fields above blank if no change required</p> |
|  <p>Change Challenge Question</p> | <p>Question Template:</p> <input type="text" value="What is your pet's name?"/> <p>or Current Question:</p> <input type="text" value="What is your pet's name?"/> <p>Answer:</p> <input type="text" value="Pet"/> |

Attention! If you open www.budgetexplorer.org site in your Internet Browser and instead of BE50 log in page you may see the following screen (see Figure 2.5 on p.12):

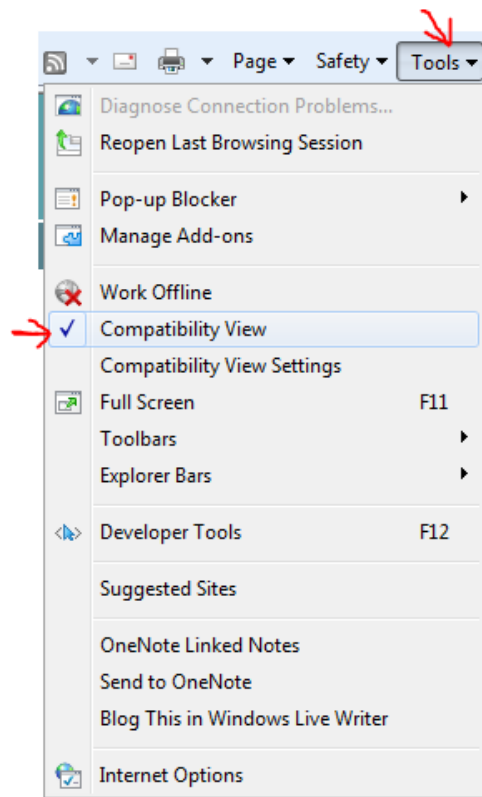
Figure 2.5: Compatibility message

Users encounter this problem when their browser is out of date or if compatibility view is "on" in IE 8+. Please follow the steps below to correct this situation.

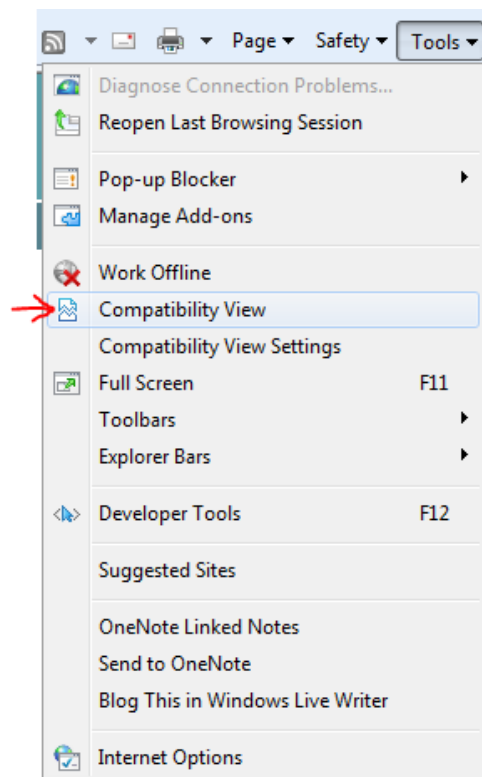
Step 1. Upgrade browser to Firefox 3.5+; Chrome 12+; Internet Explorer 8+ (or IE 9), Safari 4. Click on the icon link in the message to upgrade browser. In case you do not have administrative rights on the workstation, you would need to contact your system administrator to complete this installation. Once you upgrade your browser 'Internet Browser out of date' message will disappear and the proper BE v5.0 login screen should appear. If you are still receiving the above message, please follow the recommendations in step 2.

Step 2. Set compatibility view off in Internet Explorer 8 (or IE 9).

1. Navigate to 'Tools'
2. Click on 'Compatibility view'



3. Check mark will disappear on the left of 'Compatibility view'



4. 'Internet Browser out of date' message will disappear the proper BE v5.0 login screen will appear.

3 Budget Explorer General Concepts

3.1 Design and Navigation Concept

All pages of Budget Explorer have similar design and navigation (see Figure 3.1 on p.63).

LEA's name, projection title and its base year is presented at the top of the screen. There is a link to the list of projections to leave current projection and go to Projection List screen (see Figure 4.1 on p.52).

The screen (see Figure 3.1 on p.15) is divided into 4 sections as outlined in Table 1 below.

Table 1: Main sections of the screen

| Section Name | Function |
|------------------------|---|
| Tab Bar | Provides quick access to different areas of the projection. The Tab Bar always remains visible at the top of the screen while you are editing a projection (see paragraph 3.1.2 on p.17). |
| Navigation Tree | Provides quick access to different revenue and/or expenditure data. The Navigation Tree always remains visible on the left side of the screen while you are editing a projection (see paragraph 3.1.1 on p.16). |
| Working Area | Entering data; working with projection rules, displaying reports. |
| Menu Bar | Saving data changes; create reports; see help (see paragraph 3.1.3 on p.18). |

There are collapse/expand buttons on the left side of the screen and below **Tab Bar** (see Figure 3.1). These buttons could make working area larger (see Figure 3.2 on p.15).

Figure 3.1: Design and Navigation Concept

The screenshot shows the BudgetExplorer Salary Forecaster interface. Annotations include:

- LEA's name:** Vallejo City Unified: 2011-12 Estimate Budget (Base Year: 2010-2011)
- Projection Title:** Information about Base Year
- Information about Base Year:** Tab Bar
- Link to the list of projections:** Welcome, Maribel [Projection List] | [logout]
- Name of current page:** 1. Home 2. Rules 3. Enr/AD
- Current page view:** Salary Forecaster
- Other views:** Restricted, Unrestricted Cost Of 1%, Restricted Cost Of 1%, Combined Cost Of 1%
- Collapse/Expand Button:** Collapse/Expand Button
- Menu Bar:** Commands: Save changes, Help, Generate reports: Excel, PDF

The interface displays the following data:

Base Year Unrestricted Teacher Salary

| Resource | Salary | Ratio |
|---------------|-----------------|---------|
| Resource 0000 | \$35,468,139.00 | 100.00% |

Teacher Salary Data

| Base Year Total Tchr. Salaries | Base Year FTE | Avg. Tchr. Salary | Total Base Year Unrestricted and Restricted FTE | Avg. Retiree Salary | Avg. New Hire/Layoff Salary |
|--------------------------------|---------------|-------------------|---|---------------------|-----------------------------|
| \$35,468,139.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | \$0.00 |

Step and Column Data

| FTE Receiving a: | Avg. Value |
|---------------------|------------|
| Step Increase FTE | 0.00 0.00% |
| Column Increase FTE | 0.00 0.00% |

Salary Forecaster Data

| Title | Base Year (2010-11) | | Year 1 (2011-12) | | Year 2 (2012-13) | |
|------------------------|---------------------|-----------------|------------------|-----------------|------------------|-----------------|
| | # | \$ | # | \$ | # | \$ |
| Starting Salaries | | \$ | | \$35,468,139.00 | | \$35,468,139.00 |
| Starting FTE | N/A | \$ | 0.00 | \$ | 0.00 | \$ |
| Retiree FTE | N/A | \$ | 0.00 | \$0.00 | 0.00 | \$0.00 |
| Step Cost | | \$ | | \$0.00 | | \$0.00 |
| Column Cost | | \$ | | \$0.00 | | \$0.00 |
| Ending FTE | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ |
| Subtotal | | \$35,468,139.00 | | \$35,468,139.00 | | \$35,468,139.00 |
| Tchr Sal Increase | % N/A | \$ | 0.00% | \$0.00 | 0.00% | \$0.00 |
| Yr. End Avg Salaries | \$0.00 | \$ | \$0.00 | \$ | \$0.00 | \$ |
| Yr. End Total Salaries | | \$35,468,139.00 | | \$35,468,139.00 | | \$35,468,139.00 |

Salary Component by FTE Ratio

| Title | Rule | Year 1 (2011-12) | | Year 2 (2012-13) | |
|---------------------|------|------------------|-----------------|------------------|-----------------|
| | | FTE Ratio | Salary Ratio | FTE Ratio | Salary Ratio |
| 0000 - Unrestricted | / | 100.0000% | \$35,468,139.00 | 100.0000% | \$35,468,139.00 |

Figure 3.2: Expanded working area

The screenshot shows the BudgetExplorer Salary Forecaster interface with the expanded working area. Annotations include:

- Commands:** Save changes, Help, Generate reports: Excel, PDF
- Other views:** Restricted, Unrestricted Cost Of 1%, Restricted Cost Of 1%, Combined Cost Of 1%
- Warning:** Please note that the Salary Forecaster rule is inactive. Please use the Staffing by Grade screen to enter teacher population data.
- Base Year Unrestricted Teacher Salary:** No Resources selected
- Teacher Salary Data:**

| Base Year Total Tchr. Salaries | Base Year FTE | Avg. Tchr. Salary | Total Base Year Unrestricted and Restricted FTE | Avg. Retiree Salary | Avg. New Hire/Layoff Salary |
|--------------------------------|---------------|-------------------|---|---------------------|-----------------------------|
| \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | \$0.00 |
- Step and Column Data:**

| FTE Receiving a: | Avg. Value |
|---------------------|------------|
| Step Increase FTE | 0.00 1.50% |
| Column Increase FTE | 0.00 0.00% |
- Salary Forecaster Data:**

| Title | Base Year (2010-11) | | Year 1 (2011-12) | | Year 2 (2012-13) | |
|------------------------|---------------------|--------|------------------|--------|------------------|--------|
| | # | \$ | # | \$ | # | \$ |
| Starting Salaries | | \$ | | \$0.00 | | \$0.00 |
| Starting FTE | N/A | \$ | 0.00 | \$ | 0.00 | \$ |
| Retiree FTE | N/A | \$ | 0.00 | \$0.00 | 0.00 | \$0.00 |
| Step Cost | | \$ | | \$0.00 | | \$0.00 |
| Column Cost | | \$ | | \$0.00 | | \$0.00 |
| Ending FTE | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ |
| Subtotal | | \$0.00 | | \$0.00 | | \$0.00 |
| Tchr Sal Increase | % N/A | \$ | 0.00% | \$0.00 | 0.00% | \$0.00 |
| Yr. End Avg Salaries | \$0.00 | \$ | \$0.00 | \$ | \$0.00 | \$ |
| Yr. End Total Salaries | | \$0.00 | | \$0.00 | | \$0.00 |
- Salary Component by FTE Ratio:**

| Title | Rule | Year 1 (2011-12) | | Year 2 (2012-13) | |
|---------------------|------|------------------|--------------|------------------|--------------|
| | | FTE Ratio | Salary Ratio | FTE Ratio | Salary Ratio |
| 0000 - Unrestricted | | 100.0000% | \$0.00 | 100.0000% | \$0.00 |

Navigation Tools



There are several tools to navigate throughout BE (or to run a command):

- Buttons
- Navigation Tree
- Hyperlinks
- Icons

Buttons are usually used to run a command (open, close, save, back, etc.)

Navigation Tree is used to navigate through summaries and resources.

Hyperlinks are used to go to other pages, usually to a lower level of data (e.g. from object group to list of its specific objects), or to open item in edit mode. On some screens font of hyperlink is blue. Hyperlinks could be organized as lists. When a user double-clicks on a specific item from the lists, he/she does to the page corresponding to the item selected.

In some cases when you point your mouse over name or code of the object cursor turns from  to . If so, one mouse click will activate hyperlink.

Icons (as well as hyperlinks) have links to other pages and indicate by color or screen tips if there is additional information or object(s) assigned to the item selected.

Selecting the item

There are two ways to select the item:

- Click on the item (and it will be highlighted with different color),
- Check the box of the item.

If group operations are not allowed the only way to select an item is to click on it with left mouse button.

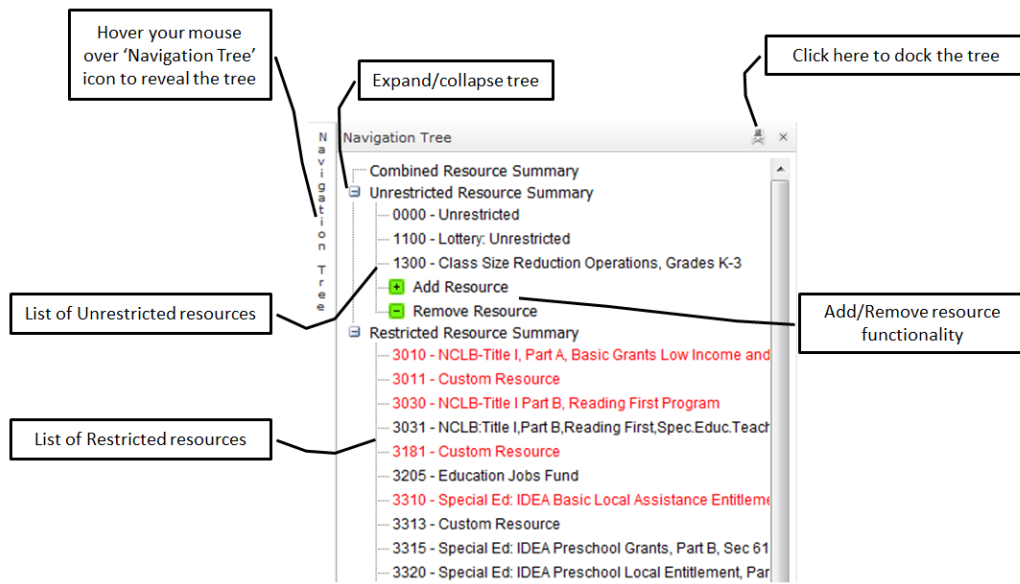
If group operations are allowed (e.g. selecting several resources to auto balance, or several reports to print, etc.) then checkboxes are used.

3.1.1 Navigation Tree

Navigation Tree (see Figure 3.3 on p.17) has links to display in the working area following reports:

- Combined Summary
- Unrestricted Summary
- Restricted Summary







Budget forecast is displayed in “SACS Form 01” format (see Figure 3.3 on p.17).

Figure 3.3: Navigation Tree

You may click on specific resource to view its information.

Table 2 below explains the meaning of the symbols in the Navigation Tree.

Table 2: Symbols in Navigation Tree

| Symbol | Means that / is used to: |
|---|---|
|  | this Navigation Tree entry is expanded. Clicking on this symbol will change the symbol to  , and will “collapse” the subordinate items that are displayed below the entry. |
|  | this Navigation Tree entry is collapsed. Clicking on this symbol will change the symbol to  , and will “expand” the subordinate items that are hidden within this entry. |
|  | add a resource. Clicking on this symbol will display the “Add Resource” page, which allows the user to add unrestricted resource |
|  | remove resource. Clicking on this symbol will display the “Remove Resource” page, which allows the user to delete unrestricted resource |

3.1.2 Tab Bar

Tab Bar (see Figure 3.1 on p.15) consists of 6-7 buttons, each of which is explained in Table 3 below.

Table 3: Tab Bar

| Tab | Description |
|-----|-------------|
|-----|-------------|

Clicking on the Home button will take you back to the “Welcome

| Tab | Description |
|----------------------|---|
| 1. Home | to Budget Explorer ” screen. |
| 2. Rules | Projection rules are used to control “out year behavior” of base year data. You should review the default Projection Rules and make any changes you feel are necessary to match your K-12 funding perspective and local economic outlook. Projection rules will be discussed in detail in chapter 4.6 on p. 67 |
| 3. Enr/ADA/Staffing | The Enrollment, ADA, and Teacher Staffing button is used to access the screen where this type of data can be entered. The data entered on these screens is used in many other areas of the software, and is therefore critical to the accuracy of your forecast! |
| 4. Salary Forecaster | The Salary Forecaster button provides access to a screen where you can enter certificated salary data to be projected separately. This is an important button since certificated salaries are the single biggest expenditure category of any district budget! |
| 5. Revenue Limit | Revenue Limit is the single largest revenue item in any district budget. The revenue limit calculation in Budget Explorer matches the state RL calculation and provides you all the fields you need to “tie out to the dollar” with your RL source documents! |
| 6. Cash Flow | Create cash flow for budget. |
| 7. Auto Balancing | Balance resources with negative Ending Fund Balance or set all rules in resource to default. |
| 8. Tools | Create Public Disclosure of Collective Bargaining Agreement, AB1200; Fiscal Health Risk Analysis Report Adjustment. |
| 9. Reports | Click the Reports button to display a very easy-to-use report generator where you can print any information you can think out of your budget forecast. |








3.1.3 Menu Bar

Menu Bar (see Figure 3.1 on p.15) allows you to run a number of commands available for current page.

All buttons are explained in Table 4.

Table 4: Menu Bar




| Button | Description |
|--------|-------------|
|--------|-------------|

| Button | Description |
|---|---|
|  | Go to the previous screen (usually upper level) |
|  | Add a new object |
|  | Save changes made on the page |
|  | Export page to Excel |
|  | Export page to PDF format |
|  | See graphs |
|  | Read contextual help |

3.1.4 Icons

Data on several pages is presented with icons.

Table 5: Icons

| Icon | Description |
|---|--|
|  | apply rules for projecting data in future years. Hover your mouse over this icon to reveal the list of rules applied (see more about rules in chapter 3.2 on p.22). |
|  | To help you keep track of the assumptions that you make while creating your projection, click on the Notes icon to the right of the corresponding line item (see paragraph 3.1.5 on p.19). |
|  | Click on this icon to delete the line this icon belongs |

Note: these icons are available not for every line. You may apply rules, add notes and delete lines only in case there is such icon in that line.

3.1.5 Notes


Notes are used to help you document your assumptions while you create your forecast. Notes are available for different objects, object groups, rules, Revenue Limit lines – everywhere you see note icon  as shown on Figure 3.4. To add or change note simply click on this icon to see Edit screen.

Figure 3.4: Note icons

Object Detail: (4000 - 4999) Books and Supplies

General Fund/County School Service Fund » Unrestricted Resources Only

Resource: 1100 - Lottery: Unrestricted

Commands: Add Objects Save changes

| | Object Code | Historical 1 2010-11 | Base Year 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 | Cash Flow | Notes | Del |
|----------------------------|--------------------|-------------------------|----------------------|-------|-------------------|-------------------|-----------|-------|-----|
| Textbooks and Materials | 4100 | \$ 400,000.00 | \$ 580,213.00 | fx | \$ 595,878.75 | \$ 596,289.07 | | | |
| Books and Reference Mat'ls | 4200 | \$ 7,843.25 | \$ 6,906.00 | fx | \$ 7,092.46 | \$ 7,097.34 | | | |
| Materials and Supplies | 4300 | \$ 53,859.78 | \$ 593,858.00 | fx | \$ 609,892.17 | \$ 610,312.14 | | | |
| Noncapitalized Equipment | 4400 | \$ 36,019.76 | \$ 27,854.00 | fx | \$ 28,606.06 | \$ 28,625.76 | | | |
| Food | 4700 | \$ 0.00 | \$ 0.00 | fx | \$ 0.00 | \$ 0.00 | | | |
| Books and Supplies | 4000 - 4999 | \$ 497,722.79 | \$ 1,208,831.00 | | \$ 1,241,469.44 | \$ 1,242,324.31 | | | |

Note icon color indicates there is a note for 4400 object

Note icon color indicates there is no notes for 4700 object

The design of a screen may vary for different objects but anywhere you will see **Note** field to enter your assumptions/explanations (see Figure 3.5, Figure 3.6).

Figure 3.5: Note field for the object

Edit Object Notes

Object Code:
4400

Title:
Noncapitalized Equipment

Object Note:
This is my note for an object

Save Globally

☐ Title

☐ Description

Save Cancel

Field to Enter Note

Figure 3.6: Note field for the rule

The screenshot shows a window titled "Edit Projection Rule". Inside, there are several input fields and a table. The "Rule:" field contains "CPI". The "Title:" field contains "California CPI (SSC)". Below these is a table for "Prc:" with three columns: "Base Yr", "Year 1", and "Year 2". The rows show "2011-12", "2012-13", and "2013-14" with corresponding values "3.10 %", "2.70 %", and "3.10 %". Below the table, there are two lines of instructional text: "For negative impact amounts use the minus sign (e.g. -1,000.00 or -1.12)." and "The value for the Base Year is displayed for information purposes only." The "Notes:" field contains "California CPI". At the bottom are three buttons: "Save", "Cancel", and "Reset to Default". A callout box with the text "Field to Enter Note" has an arrow pointing to the "Notes:" text area.

| Base Yr | Year 1 | Year 2 |
|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 |
| 3.10 % | 2.70 % | 3.10 % |

For negative impact amounts use the minus sign (e.g. -1,000.00 or -1.12).
The value for the Base Year is displayed for information purposes only.

Notes:
California CPI

Save Cancel Reset to Default

Field to Enter Note

When you print your reports (see chapter 3.3), one mouse click may include all your notes in reports to clarify calculations made in your projection.

3.1.6 Screen tips

On some screens headers of sections (or rows) are underlined with dotted lines. It means they have screen tips explaining underlined item. To see a screen tip simply point your mouse (without clicking) over underlined item.

These screen tips may look differently (see Figure 3.7) but they are aimed at providing additional information about the item they are assigned to.

Figure 3.7: Screen tip on Revenue Limit screen

| Revenue Limit Calculation | | | | |
|---|--------------|-------------------------------|-------------------------------|----------------|
| Overview | | Commands: Save changes Help | Generate reports: Excel PDF | |
| Title | Base 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 |
| 1. Base Revenue Limit Per ADA | | | | |
| a. State Avg Base RL Per ADA (Prior Yr) | \$ 6,392.00 | | \$ 6,535.00 | \$ 6,744.00 |
| b. Base RL per ADA (Prior Yr) | \$ 6,386.34 | | \$ 6,529.34 | \$ 6,738.34 |
| 2. Inflation Increase | \$ 143.00 | | \$ 209.00 | \$ 182.00 |
| 3. All Other Calculation: 1.a. * Current StCOLA | \$ 0.00 | | \$ 0.00 | \$ 0.00 |
| 4. TOTAL, BASE REVENUE LIMIT PER ADA | \$ 6,529.34 | | \$ 6,738.34 | \$ 6,920.34 |
| Revenue Limit Subject To Deficit | | | | |

Point your mouse over text underlined with dotted line

This screen tip explains how the values in line '2. Inflation Increase' are calculated: line 1.a is multiplied by StCOLA rule value

3.2 Rules in Budget Explorer and Forecasting Concept

3.2.1 Rules Concept

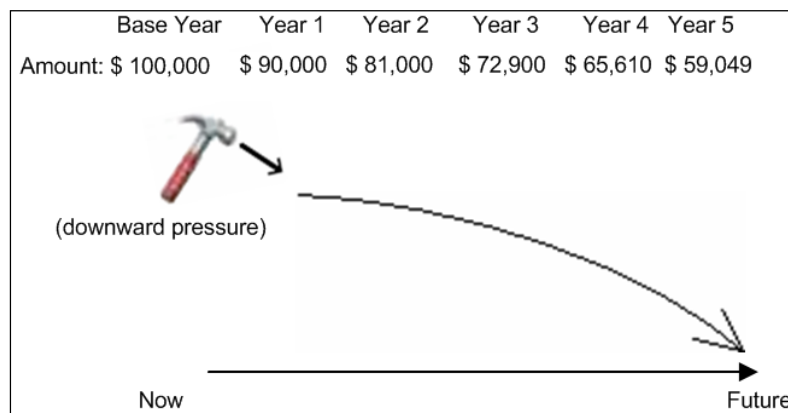
Understanding the concept of Projection Rules, how they work, why they are necessary, and how to use them to make your projections more accurate is fundamental to your success and forecasting accuracy with Budget Explorer.

The following conceptual examples may help illustrate how projection variables can be used to affect “out year” behavior of base year dollar amounts.

Example 1:

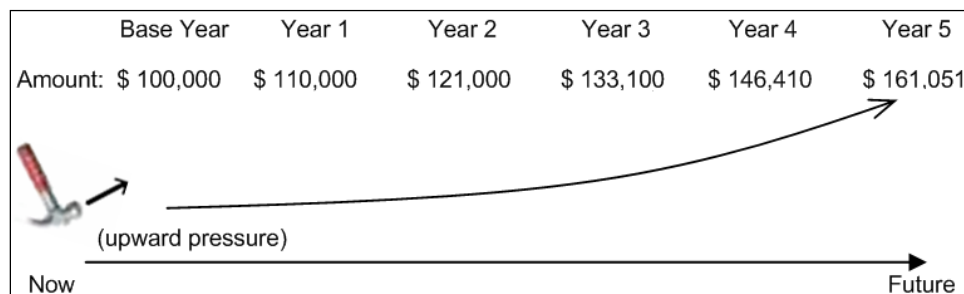
Explanation: The user has started out with a Base Year Amount of \$100,000. The projection rule that has been selected is exerting 10% downward force or pressure, thereby causing the Base Year Amount to decrease in Projected Year 1 and again in Projected Year 2, etc (see Figure 3.8).

Figure 3.8: Decreasing Rule

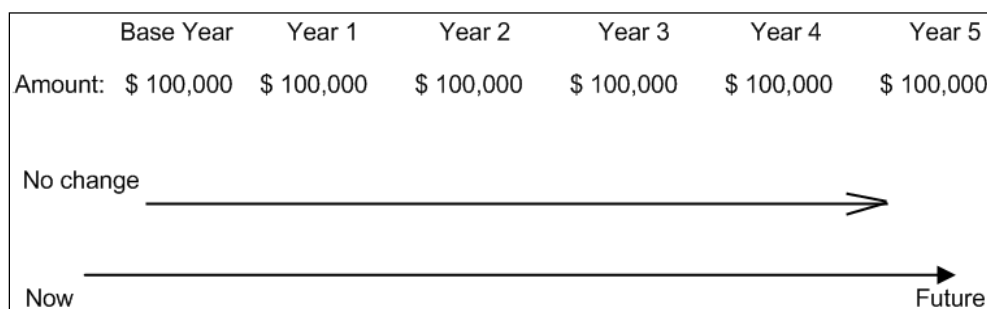


Example 2:

The user has started out with a Base Year Amount of \$100,000. The projection rule that has been selected is exerting 10% upward force or pressure, thereby causing the Base Year Amount to increase in Projected Year 1 and again in Projected Year 2, etc (see Figure 3.9).

Figure 3.9: Increasing Rule**Example 3:**

The user has started out with a Base Year Amount of \$100,000. The projection rule that has been selected is exerting no force or pressure, thereby causing the Base Year Amount to remain the same in Projected Year 1 and again in Projected Year 2, etc (see Figure 3.10).

Figure 3.10: 'No change' Rule**Where do the Rules Come From?**

FCMAT uses the School Services of California (SSC) Financial Projection Dartboard as the source for the default rules in BE. FCMAT will update the default projection rules promptly with each revision of the Dartboard. As SSC cautions:

These figures are estimates which are subject to revision at any time. Please carefully review the projection variables to ensure that they are appropriate for your K-12 funding perspective and local economic outlook.

User can create his/her own rule sets to use for new projections (see item 3.2.6.1 on p. 33).

How do the Rules get Into a Projection?

Projection rules are downloaded into a projection automatically and only once – at the time the projection is created. From that point forward, changes that FCMAT makes to the default rules based on new Projection Dartboards will have no impact on existing projections. Instead, any new projections that you create will download and automatically reflect the new default rules.

How Often are the Rules Updated?

The default projection rules within Budget Explorer are updated every time the SSC Projection Dartboard is revised by SSC. SSC revises the Projection Dartboard 4 or 5 times per year.

Will New Rules Change My Existing Projections?

When a new set of default rules is created based on a newly revised Projection Dartboard, projections that you have already created are NOT changed in any way. This is intentional – you would not want to come back to a projection that you’ve been working on only to discover that the rules have been changed without your knowledge leading to a completely unknown projection outcome!

How to Update Rules in My Projection with New Values from Revised District Rules?

When a new set of default rules is created based on a newly revised Projection Dartboard, all users receive notification e-mail. Log in to the system and open projection. Navigate to Rules tab [2. Rules](#). Select rule that was updated by SSC.

| | |
|----------|--|
| CPI | California CPI (SSC) |
| LOT-Res | California Lottery Restricted (SSC) |
| LOT-Unr | California Lottery Unrestricted (SSC) |
| INT | Interest Rate Trend for 10 Year Treasuries (SSC) |
| NetCOLA | Net Funded Revenue Limit COLA (SSC) |
| RLDef | Revenue Limit Deficit: K-12 (SSC) |
| SpEdCOLA | Special Education COLA (SSC) |
| CatCOLA | State Categorical COLA (SSC) |
| StCOLA | Statutory COLA (SSC) |

In Edit projection Rule screen click **Reset to Default** button. Rule will synchronise with latest rule set in the Budget Explorer.

Edit Projection Rule

Rule:
CPI

Title:
California CPI (SSC)

Prc:

| Base Yr 2011-12 | Year 1 2012-13 | Year 2 2013-14 |
|--------------------|-------------------|-------------------|
| 3.20% | 2.80% | 3.00% |

For negative impact amounts use the minus sign (e.g. -1,000.00 or -1.12).
The value for the Base Year is displayed for information purposes only.

Notes:
California CPI

Save Cancel Reset to Default

Types of Rules

There are four types of Rules:

- Standard Rules,
- Custom Rules,
- System Rules,
- Complex Rules.

3.2.2 Standard Rules

Standard Rules can be edited in advance. These rules retain the same settings throughout the entire projection regardless of where they are used. For example, say you have used one of the standard rules in 5 different locations in a projection. If you edit this values associated with this rule in the Projection Rules window, the rule change will be made in each of the 5 different locations in the projection where the rule is being used. Standard Rules include the following:

Table 6: Standard Rules in Budget Explorer

| Rule | Full Title |
|----------|------------------------------|
| CatCOLA | State Categorical COLA (SSC) |
| ClasCOLA | Classified Salary Increase |

| Rule | Full Title |
|--------------|---|
| CertCOLA | Certificated COLA % |
| CertColumn % | Certificated Staff Column Increase % |
| CPI | California CPI (SSC) |
| INT | Interest Rate Trend for 10 Year Treasuries (SSC) |
| HW% | Health&Welfare Benefit Increase |
| LOT-Res | California Lottery Restricted (SSC) |
| LOT-Unr | California Lottery Unrestricted (SSC) |
| NetCOLA | Net Funded Revenue Limit COLA (SSC) |
| RLDef | Revenue Limit Deficit: K-12 (SSC) |
| SpEdDef | Special Education Base Deficit (SSC) |
| StCOLA | Statutory COLA |
| SertStep % | Certificated Staff Step Increase % |
| ClasStep% | Classified Staff Step Increase % |
| RLDefCOE | County Office Revenue Limit Deficit |
| BasicGrant | Title I, Part A (Basic Grant) |
| SpecEduc | Special Education |
| TeachQual | Title II, Part A (Teacher Quality) |
| EnEducTech | Title II, Part D (Enhancing Education through Technology) |
| LangAcqu | Title III (Language Acquisition) |
| SafeDrugFree | Title IV (Safe and Drug Free Schools) |
| InnProg | Title V, Part A (Innovative Programs) |
| 21CLC | Title V Part B (21st Century Learning Centers) |
| ReadFirst | Title I, Part B, Subpart 1 (Reading First) |

| Rule | Full Title |
|--------------|---|
| EvenStart | Title I, Part B, Subpart 3 (Even Start) |
| CTechEdGrant | Career and Technical Ed Grants |

Table 7 below lists each of the Standard Rules along with typical uses and scenarios where each rule may be used. The list of uses is not intended to be exhaustive – in fact, it is likely that users will discover unique and creative rule combinations as they work with the software.

Table 7: Standard Rules Description

| Rule | Description / Purpose |
|--------------|--|
| CatCOLA | Use of the rule is typically associated with restricted revenue objects. |
| ClasCOLA | The rule is usually associated with classified expenditure items within object range 2000-2999. For example, if your district or county office has a bargained agreement that calls for a 1.5% salary increase for the classified group for the next fiscal year and a 2% increase in the fiscal year after that, the ClasCOLA rule would easily accommodate these increases in the projection. |
| CertColumn % | The rule is typically associated with increases in expenditures due to column advancement on a salary schedule. |
| CPI | The rule is typically associated with expenditure objects that are exposed to market forces. For example, Object 4300 (Textbooks and Materials) is an expenditure item where use of the CPI rule makes good sense. Textbook costs, like many other items, are directly subject to market forces, and therefore an increase each year in expenditures for Object 4300 roughly equivalent to increases in the Consumer Price Index is a safe assumption. |
| INT | The rule is typically associated with revenue objects. For example, if your district or county office has a small amount of cash generating interest income, the INT rule could be set to the local percentage rate and the rule used on Object 8660 (Interest) in Other Local Revenues. |
| HW% | The rule is associated with items within object range 3000-3999 |
| LOT-Res | The rule is typically associated with revenue and expenditure items that receive restricted Lottery funding. |
| LOT-Unr | The rule is typically associated with revenue and expenditure items that receive unrestricted Lottery funding. |

| Rule | Description / Purpose |
|------------|---|
| NetCOLA | The rule is typically associated with revenue limit calculation items. |
| RLDef | The rule is typically associated with revenue limit calculation items. |
| SpEdDef | The rule is typically associated with special education restricted revenue items. |
| StCOLA | The rule is typically associated with revenue limit calculation items, specifically, determination of the amount of the Inflation Increase. |
| SertStep % | The rule is typically associated with increases in expenditures due to step advancement on a salary schedule. |

3.2.3 Custom Rules

Custom Rules can not be edited in advance. Like the Standard Rules, these rules are meant to be used multiple times throughout a projection. At the time that you apply a Custom Rule you will be asked to enter the appropriate dollar or percentage amount(s). Custom Rules include the following:

Table 8: Custom Rules in Budget Explorer

| Rule | Full Title |
|----------|-------------------------|
| CustAmt | Custom Amount |
| Cust1Amt | Custom One Time Amount |
| Cust1Pct | Custom One Time Percent |
| CustPct | Custom Percent |
| ManInput | Manual Input |
| PRO | Proportional |
| ZAP | Zero Out |

Table 9 below lists each of the Custom Rules along with typical uses and scenarios where each rule may be used.

Table 9: Custom Rules Description

| Rule | Description / Purpose |
|----------|--|
| CustAmt | The rule may be used to add or subtract specific amounts. When you select this rule for use on an object line, Budget Explorer will prompt you to enter the dollar amounts you want to adjust for the 1st and/or 2nd years. The amounts you enter can be either positive or negative. |
| Cust1Amt | Similar to the CustAmt rule, the Cust1Amt rule can be used to add or subtract specific amounts. However, as the name of this rule implies, the Cust1Amt rule allows you to make changes that affect only 1 of the projected years. For example, if you knew that Interest Income (Object 8660) was going to increase by approximately \$50,000 in the first projected year then return to the same level as the base amount in the 2nd projected year, the Cust1Amt rule would be the perfect rule to use. |
| CustPct | This rule can be used to increase or decrease specific percentage amounts. When you select this rule for use on an object line, Budget Explorer will prompt you to enter the percentage amounts that you want to adjust by for both the 1st and/or 2nd projected years. The percentages that you enter can be either positive or negative. |
| Cust1Pct | Similar to the CustPct rule, the Cust1Pct rule can be used to increase or decrease specific percentages. However, as the name of this rule implies, the Cust1Amt rule allows you to make changes that affect only 1 of the projected years. For example, if you knew that Instructional Aides Salaries (Object 2100) was going to increase by 2% in the first projected year due to an off-the-schedule salary increase, then return to prior levels in the 2nd projected year, the Cust1Pct rule would be the rule to use. |
| ManInput | This rule can be used to allow direct input of exact amounts into the projected year fields. |
| Pro | Typically used in the Benefits screen (object range 3000-3999), the Proportional rule allows the user to increase or decrease an amount by the proportional increase or decrease in one of the major object ranges. For example, it is safe to assume that expenditures for Certificated STRS will increase or decrease proportionally with increases or decreases in certificated salaries (object range 1000-1999). Using the Pro rule on an object line tells Budget Explorer to make a proportional and corresponding adjustment to the amounts on the line where the Pro rule is being used. To be specific, if expenditures for Certificated Salaries were going up by 3% annually, then any object line where the rule PRO(1000-1999) was used would also increase by the same 3% rate. |
| ZAP | This rule sets values for all next years to zero |

ZAP Resource rule is available from two screens:

- Object Rule Screen;
- Projection Rules Screen.

Edit Rules for 4100 Textbooks and Materials

Applied Rules:

| Title | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Commands |
|-------------------------------|----------------------|-------------------|-------------------|----------|
| Year-to-Year Change in RL ADA | 0.00% | 0.78% | 0.02% | ✖ ⬇ ⬆ ⬇ |
| California CPI (SSC) | 3.10% | 2.70% | 3.10% | ✖ ⬇ ⬆ ⬇ |

[Remove all Rules](#)

Apply New Rule:

CertCOLA - Certificated COLA %

ClassCOLA - Classified COLA %

CertColumn% - Certificated Staff Column Increase %

CertStep% - Certificated Staff Step Increase %

ClassStep% - Classified Staff Step Increase %

INT - Interest Rate Trend for 10 Year Treasuries (SSC)

NetCOLA - Net Funded Revenue Limit COLA (SSC)

RLDef - Revenue Limit Deficit: K-12 (SSC)

SpEdCOLA - Special Education COLA (SSC)

CatCOLA - State Categorical COLA (SSC)

StCOLA - Statutory COLA (SSC)

HW% - Health & Welfare Benefit Increase

Tier I - Tier I Programs

TierII - Tier II Programs

TierIII - Tier III Programs

CustAmt - Custom Amount

Cust% - Custom Percent

Cust1Amt - Custom One Time Amount

Cust1% - Custom One Time Percent

ManInput - Manual Input

PRO - Proportional

Zap - Zero Out

Enr - Year-to-Year Change in Enrollment

[Zap Resource](#) [Apply Rule And Go Back](#) [Apply Rule](#) [Go Back](#)

Link to Zap Resource screen

Projection Rules

Overview

| Rule | Title | Base 2010-11 | Year 1 2011-12 | Year 2 2012-13 | Notes/Rule Mapping |
|-------------|--|-----------------|-------------------|-------------------|-----------------------|
| CertCOLA | Certificated COLA % | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| ClassCOLA | Classified COLA % | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| CertColumn% | Certificated Staff Column Increase % | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| CertStep% | Certificated Staff Step Increase % | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| ClassStep% | Classified Staff Step Increase % | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| CPI | California CPI (SSC) | 1.20% | 1.70% | 2.20% | 🔍 ⚙ |
| LOT-Res | California Lottery Restricted (SSC) | \$17.50 | \$17.50 | \$17.20 | 🔍 ⚙ |
| LOT-Unr | California Lottery Unrestricted (SSC) | \$112.50 | \$111.00 | \$110.00 | 🔍 ⚙ |
| INT | Interest Rate Trend for 10 Year Treasuries (SSC) | 3.20% | 3.80% | 4.10% | 🔍 ⚙ |
| NetCOLA | Net Funded Revenue Limit COLA (SSC) | 5.17000% | -0.36900% | 1.80000% | 🔍 ⚙ |
| RLDef | Revenue Limit Deficit: K-12 (SSC) | 17.96300% | 19.60800% | 19.60800% | 🔍 ⚙ |
| SpEdCOLA | Special Education COLA (SSC) | 0.00% | 0.00% | 1.80% | 🔍 ⚙ |
| CatCOLA | State Categorical COLA (SSC) | 0.00% | 0.00% | 1.80% | 🔍 ⚙ |
| StCOLA | Statutory COLA (SSC) | -0.39000% | 1.67000% | 1.80000% | 🔍 ⚙ |
| HW% | Health & Welfare Benefit Increase | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| Tier I | Tier I Programs | 0.00% | 0.00% | 1.80% | 🔍 ⚙ |
| TierII | Tier II Programs | 0.00% | 0.00% | 1.80% | 🔍 ⚙ |
| TierIII | Tier III Programs | 0.00% | 0.00% | 1.80% | 🔍 ⚙ |
| CustAmt | Custom Amount | \$0.00 | \$0.00 | \$0.00 | 🔍 ⚙ |
| Cust% | Custom Percent | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| Cust1Amt | Custom One Time Amount | \$0.00 | \$0.00 | \$0.00 | 🔍 ⚙ |
| Cust1% | Custom One Time Percent | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| ManInput | Manual Input | \$0.00 | \$0.00 | \$0.00 | 🔍 ⚙ |
| PRO | Proportional | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| Zap | Zero Out | \$0.00 | \$0.00 | \$0.00 | 🔍 ⚙ |
| Enr | Year-to-Year Change in Enrollment | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |
| RL-ADA | Year-to-Year Change in RL ADA | 0.00% | 0.00% | 0.00% | 🔍 ⚙ |

Link to Zap Resource screen

ZAP resource allows zeroing out projected values in selected year. Applying ZAP rule to selected years will zero out these years and change all rules in all objects to Man Input.

Edit Projection Rule

- The rule you are trying to edit is a **Custom Rule**.
- Custom rules are not editable at the projection level.
- These rules are meant to be used multiple times throughout the system.
- At the time that you apply a custom rule you will be asked to enter the appropriate dollar or percentage amounts.

You can apply ZAP rule to **every object** in selected resource.
Applying ZAP rule to selected years will zero out these years and change all rules in all objects to **Man Input**
Attention: This is NO UNDO for this operation!

3180 - NCLB: Title I, School Improvement Grant

Apply Zap to Projected Years:

☒ - Projected Year 1 (2012-13)

☒ - Projected Year 2 (2013-14)

Apply

Cancel

Select Resource to ZAP

Select Year to ZAP

3.2.4 System Rules

System Rules are automatically calculated by the system using input data entered by the user. System Rules include the following:

Table 10: System Rules in Budget Explorer

| Rule | Full Title |
|----------|---|
| Enr | Enrollment |
| RL-ADA | Revenue Limit ADA |
| TchrStfg | Year-to-Year Change in Teacher Staffing |
| SalFrctr | Salary Forecaster |

Table 11 below lists each of the Custom Rules along with typical uses and scenarios where each rule may be used.

Table 11: System Rules Description

| Rule | Description / Purpose | | | | | | | | | | | | | | | |
|-----------------------|--|-----------------------|--|--|-----------|-------------|-------------|------|-------|-------|-----|----|------|--|-------------|---------------|
| Enr | <p>Values for the Enr rule are calculated by the system. For example, for values of the 2-year enrollment projection this rule will have such values:</p> <table><tr><th colspan="3">Enrollment Projection</th></tr><tr><th>Base Year</th><th>Proj Year 1</th><th>Proj Year 2</th></tr><tr><td>1000</td><td>1,020</td><td>1,046</td></tr><tr><td>Enr</td><td>2%</td><td>2.5%</td></tr><tr><td></td><td>(2% Growth)</td><td>(2.5% Growth)</td></tr></table> | Enrollment Projection | | | Base Year | Proj Year 1 | Proj Year 2 | 1000 | 1,020 | 1,046 | Enr | 2% | 2.5% | | (2% Growth) | (2.5% Growth) |
| Enrollment Projection | | | | | | | | | | | | | | | | |
| Base Year | Proj Year 1 | Proj Year 2 | | | | | | | | | | | | | | |
| 1000 | 1,020 | 1,046 | | | | | | | | | | | | | | |
| Enr | 2% | 2.5% | | | | | | | | | | | | | | |
| | (2% Growth) | (2.5% Growth) | | | | | | | | | | | | | | |

| Rule | Description / Purpose |
|----------|--|
| | <p>The enrollment projection above shows an increasing enrollment trend of 2% in the 1st projected year and 2.5% in the 2nd projected year. Using this example, if the Enr rule were applied to an object line, the amount displayed in the 1st projected year would be increased by 2% over the base year amount, and the amount displayed in the 2nd projected year would be increased by 2.5% over the 1st projected year amount. In other words, Budget Explorer calculates the percentage rate of growth or decline in annual enrollment and then applies those same calculated percentage values to the base year amount on the object line where the Enr rule is being applied. The Enr rule is typically used on revenue or expenditure items where the out year behavior generally correlates with enrollment patterns. Textbooks and Materials (Object 4300) is a good example of using the Enr rule.</p> |
| RL-ADA | <p>Similar to the Enr rule, values for the RL-ADA rule are calculated by the system. Budget Explorer calculates the percentage rate of growth or decline in annual ADA and then applies those same calculated percentage values to the base year amount on the object line where the Enr rule is being applied. The RL-ADA rule is typically used on revenue or expenditure items where the out year behavior generally correlates with ADA patterns.</p> |
| TchrStfg | <p>Similar to the Enr and RL-ADA rules, values for the TchrStfg rule are calculated by the system. Budget Explorer calculates the percentage rate of growth or decline in annual teacher staffing populations and then applies those same calculated percentage values to the base year amount on the object line where the TchrStfg rule is being applied. The TchrStfg rule is typically used on revenue or expenditure items where the out year behavior generally correlates with teacher staffing populations.</p> |
| SalFrctr | <p>Salary Forecaster rule is calculated by the system. Budget explorer calculates annual projected certificated salaries. This rule is assigned to 1100 object of 0000 resource. Salary Forecaster rule enables Staffing by resource module.</p> |

The **Staffing by Grade** and **Staffing by Resource** screens are mutually incompatible and should not be used simultaneously.

1. Use the **Staffing by Grade** screen to enter teacher population data if the **Salary Forecaster** rule is not in use anywhere in the projection. The following rules are recommended for resource 0000 object 1100:

CertCOLA (Certificated COLA %)
 CertColumn% (Certificated Staff Column Increase %)
 CertStep% (Certificated Staff Step Increase %)
 TchrStfg (Year-to-Year Change in Teacher Staffing)

2. Use the **Staffing by Resource** screen to enter teacher population data into those resources where the **Salary Forecaster** rule has been applied.

3.2.5 Complex Rules

Complex Rule combines several rules (even of different types). Many of these rules can be applied to specific objects (or in specific resources) only.

Table 12 below lists each of the Custom Rules along with typical uses and scenarios where each rule may be used.

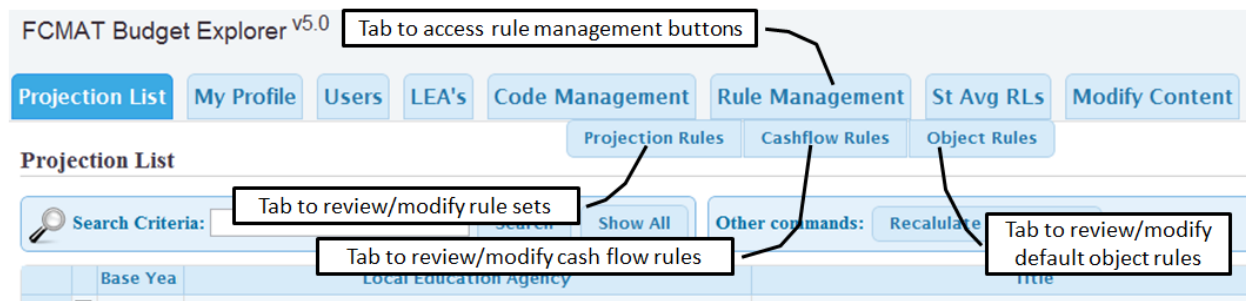
Table 12: Complex Rules Description

| Rule | Description / Purpose |
|-----------------|--|
| LOT-Unr + P2ADA | When these rules are used together then object value is calculated according to special procedure. P2ADA (previous year ADA) is multiplied by LOT-Unr. In case the base year value is zero, all projected values will be zeroes as well. |
| LOT-Res + P2ADA | When these rules are used together then object value is calculated according to special procedure. P2ADA (previous year ADA) is multiplied by LOT-Unr. In case the base year value is zero, all projected values will be zeroes as well. |
| SSC CSR | This dollar rule is calculated as $\text{Future year} = \text{Prior year} * \text{stCOLA}$ |
| K-3 CSR | This rule is used for 1300 resource only. Out year calculation = $\text{Current K-3 Enrollment} * 0.95 * \text{“SSC CSR”}$ |

3.2.6 Applying rules

3.2.6.1 Rule Sets

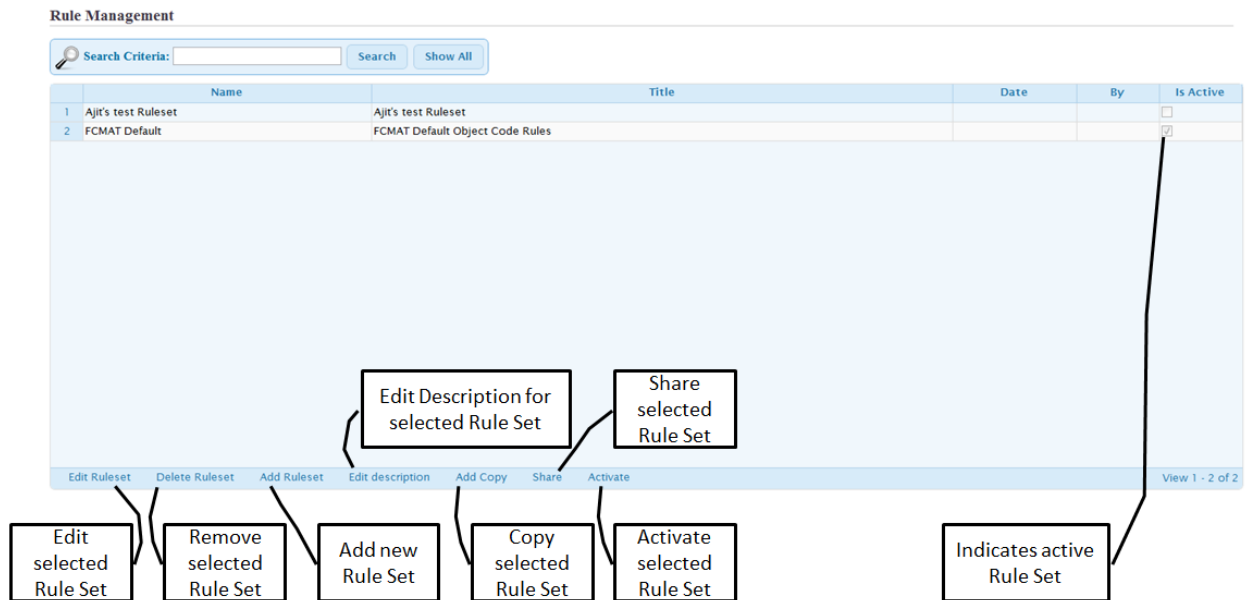
There could be several rule sets in Budget Explorer. At least one – FCMAT Default Object Code Rule – is available and set as active. User can enter Rule Sets page by clicking Rules Management Tab and Projection Rules button (see Figure 3.11).

Figure 3.11

Rule Sets page has a list of available rule sets. Active rule set is checked. There are several buttons to perform various operations (see Figure 3.12).

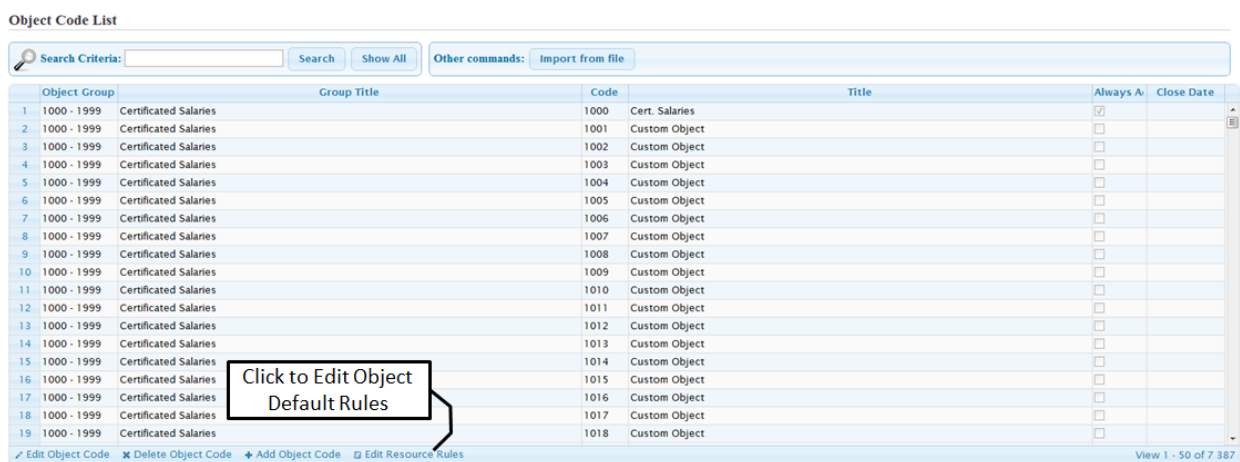
Table 13: Rule Set buttons

| Button | Description / Purpose |
|------------------|---|
| Edit Ruleset | Edit title and default rules settings for selected rule set |
| Delete Ruleset | Delete selected rule set |
| Add Ruleset | Creates new empty rule set |
| Edit description | Edit description for selected rule set |
| Add Copy | Makes copy of the rule set that is highlighted by mouse click selection |
| Share | Share selected rule set |
| Activate | Selected rule set will be used by default for new projections. |

Figure 3.12

Column Action (see Figure 3.12) allows user to view or edit rule set. Click on View or Edit action will open Object Code List (see Figure 3.13).

If the rule set is opened in View mode no changes can be made. If the rule set is opened in Edit mode default rules may be added, modified or removed from objects. To change applied rule(s) select an Object row and click Edit Resource Rules (see Figure 3.13).

Figure 3.13

If there are no rules applied to the object the user will see the page to select the range of resources to apply rules for (Figure 3.14).

Figure 3.14

Resources For Default Rules

Resource Group:
Resource View

Start Resource Code:

End Resource Code:

Save

Cancel



When resource range is selected default rules may be changed (see Figure 3.15). Buttons to change object rules are described in Table 14.

Table 14: Change Rules Buttons


| Button | Description / Purpose |
|---------|--|
| Add new | Adding new rules to selected resource range (see item 3.2.6.2 on p.37) |
| Edit | Edit resource range |
| Remove | Delete all rules for selected resource range |

Figure 3.15

Object Code Resource


| Resources | Applied Rules | Command |
|-----------------------------|---|------------------------|
| 0000 - 9999 (Resource View) |  | Delete |
| All (Object View) |  | Delete |

Add New

Go back

3.2.6.2 Edit Rule screen

Rule(s) may be assigned to objects, object groups and Revenue limit lines.

If a rule may be assigned to the object, you will see rule icon  in that line. When you rest your mouse pointer on rule icon then screen tip appears with information about rule(s) applied (see Figure 3.16). If current item is a group then in screen tip you will see information about rule(s) applied to this group and whether there are some rules applied to object(s) in this group (see Figure 3.16).

When you print your reports (see chapter 4.12 on p.118), one mouse click may include all your rules in reports to clarify calculations made in your projection.






















Click on rule icon  opens **Edit Rules for ...** screen (see Figure 3.17). Screenshot on Figure 3.17 shows **Edit Rules for 4300** object. As you can see, RL-ADA and CPI rules are applied to this object. The same information is in the screen tip when your mouse is hovered over rule icon (see Figure 3.16 with tip for 4300 object), so using screen tips is much faster.

Figure 3.16: Rules for Object

| Object Detail: (4000 - 4999) Books and Supplies | | | | | | | | | |
|---|--------------------|-------------------------|----------------------|---|-------------------|-------------------|---|---|---|
| General Fund/County School Service Fund » Unrestricted Resources Only | | | | | | | | | |
| Resource: 0000 - Unrestricted | | | | | | | | | |
| | Object Code | Historical 1 2010-11 | Base Year 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 | Cash Flow | Notes | Del |
| Textbooks and Materials | 4100 | \$ 467,425.00 | \$ 467,911.00 |  | \$ 484,292.84 | \$ 499,405.78 |  |  |  |
| Books and Reference Mat'ls | 4200 | \$ 4,117.00 | \$ 714.00 |  | \$ 739.00 | \$ 762.06 |  |  |  |
| Materials and Supplies | 4300 | \$ 483,380.00 | \$ 426,897.00 |  | \$ 441,842.92 | \$ 455,631.16 |  |  |  |
| Noncapitalized Equipment | 4400 | \$ 70,240.00 | \$ 57,198.00 |  | \$ 59,200.54 | \$ 61,047.96 |  |  |  |
| Food | 4700 | \$ 0.00 | \$ 0.00 |  | \$ 0.00 | \$ 0.00 |  |  |  |
| Books and Supplies | 4000 - 4999 | \$ 1,025,162.00 | \$ 952,720.00 | | \$ 986,075.30 | \$ 1,016,846.96 | | | |

Screen tips provide information about rules applied

RL-ADA
CPI

Figure 3.17: Edit Rules for... screen

Edit Rules for 4300 Materials and Supplies

Applied Rules:

| Title | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 | Commands |
|-------------------------------|----------------------|-------------------|-------------------|-------------------|----------|
| Year-to-Year Change in RL ADA | 0.00% | 0.00% | 0.00% | 0.00% | ✎ ✖ ⬆ ⬇ |
| California CPI (SSC) | 3.20% | 2.80% | 3.00% | 3.10% | ✎ ✖ ⬆ ⬇ |

Remove all Rules

Apply New Rule:

CertCOLA - Certificated COLA %

ClassCOLA - Classified COLA %

CertColumn% - Certificated Staff Column Increase %

CertStep% - Certificated Staff Step Increase %

ClassStep% - Classified Staff Step Increase %

INT - Interest Rate Trend for 10 Year Treasuries (SSC)

NetCOLA - Net Funded Revenue Limit COLA (SSC)

RLDef - Revenue Limit Deficit: K-12 (SSC)

SpEdCOLA - Special Education COLA (SSC)

CatCOLA - State Categorical COLA (SSC)

StCOLA - Statutory COLA (SSC)

HW% - Health & Welfare Benefit Increase

Tier I - Tier I Programs

TierII - Tier II Programs

TierIII - Tier III Programs

CustAmt - Custom Amount

Cust% - Custom Percent

Cust1Amt - Custom One Time Amount

Cust1% - Custom One Time Percent

ManInput - Manual Input

PRO - Proportional

Zap - Zero Out

Enr - Year-to-Year Change in Enrollment

TohrStfg - Year-to-Year Change in Teacher Staffing

RLDefCOE - COE Revenue Limit Deficits (SSC)

Zap Resource Apply Rule And Go Back Apply Rule Go Back

On the **Edit Rules for...** screen you may add, remove, change value(s) of rule(s).

3.2.6.3 Add rule(s)

To add a rule select it from the list of all rules in **Apply New Rule** section (see Figure 3.17 above) and click **Apply Rule** button. Standard Rules and System Rules will be added to the list of applied rules in the **Applied Rules** section. Their values are set on **Projection Rule** screen (see paragraph 3.2.2 on p.25 and paragraph 3.2.4 on p.31). If you add a custom rule then click on **Apply Rule** button will open **Edit Custom Rule** screen (see Figure 3.18 below).

Figure 3.18: Edit Custom Rule screen

Edit Custom Percent Rule
for 4100 Textbooks and Materials

Rule:
Cust%

Title:
Custom Percent

Prc:

| Base Yr 2011-12 | Year 1 2012-13 | Year 2 2013-14 |
|--------------------|-------------------|-------------------|
| 0.00 % | 0.00 % | 0.00 % |

For negative impact amounts use the minus sign (e.g. -1,000.00 or -1.12).
The value for the Base Year is displayed for information purposes only.

Save Cancel

On the **Edit Custom Rule** screen enter values for every year into proper fields. You may enter negative or positive values, or leave the field(s) with 0 value(s). When you enter all values click on **Save** button to record your changes or **Cancel** button to leave without changes.













You may assign several rules to one object, and these rules will be applied to the final amount one-by-one in the order shown in the list of **Applied Rules** section. To change the order of rules in **Applied Rules** section click **Move Up** or **Move Down** arrows on the right end of the rule line (see Figure 3.19). The rule will be moved according to command.

Click **Edit Rule** pencil to change values of the rule. This button is available for Custom Rules only (see paragraph 3.2.3 on p.28).

Figure 3.19: Edit Rules for... screen for the object with applied rules

Edit Rules for 4100 Textbooks and Materials

Applied Rules:

| Title | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Commands |
|-------------------------------|----------------------|-------------------|-------------------|---|
| Year-to-Year Change in RL ADA | 0.00% | 0.78% | 0.02% |     |
| California CPI (SSC) | 3.10% | 2.70% | 3.10% |     |
| Custom Percent | 10.00% | 10.00% | 10.00% |     |

Remove all Rules

Annotations:

- Edit rule (points to pencil icon)
- Move rule one level up (points to move up arrow)
- Move rule one level down (points to move down arrow)
- Delete rule (points to delete icon)

The order of rules will affect the final result of calculation so do not be mistaken while using several rules simultaneously. The following example illustrates the difference in calculations when several rules are applied to one object.

Example of multiple rules applying

Base value of the object 4700 of 0000 resource is 10,000.

2 rules are applied to this object: **Custom Percent** rule and **Custom Amount** rule.





















Custom Percent rule is set to 10% for year 1 and year 2, and **Custom Amount** rule is set to \$ 1,000 for year 1 and \$ 2,000 for year 2.

Values for rules were not changed in both cases (see Figure 3.20 and Figure 3.21), but the order of rules is different.

In Case #1 **Custom Percent** rule was calculate first, and **Custom Amount** rule was calculated second. In **Edit Rules for 4700 Food** screen (see Figure 3.20) **Custom Percent** rule is the first in the list, and **Custom Amount** rule is the second in the list.

Figure 3.20: Example of rule influence – case #1

| Edit Rules for 4700 Food | | | | |
|--------------------------|----------------------|-------------------|-------------------|---|
| Applied Rules: | | | | |
| Title | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Commands |
| Custom Percent | 0.00% | 10.00% | 10.00% |     |
| Custom Amount | \$0.00 | \$1,000.00 | \$2,000.00 |     |
| Remove all Rules | | | | |

| Object Detail: (4000 - 4999) Books and Supplies | | | | | | | | | |
|---|--------------------|-------------------------|----------------------|---|------------------------|------------------------|---|---|---|
| General Fund/County School Service Fund » Unrestricted Resources Only | | | | | | | | | |
| Resource: 0000 - Unrestricted | | | | | | | | | |
| | Object Code | Historical 1 2010-11 | Base Year 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 | Cash Flow | Notes | Del |
| Textbooks and Materials | 4100 | \$ 467,425.00 | \$ 467,911.00 |  | \$ 532,722.12 | \$ 604,280.98 |  |  |  |
| Books and Reference Mat'ls | 4200 | \$ 4,117.00 | \$ 714.00 |  | \$ 739.00 | \$ 762.06 |  |  |  |
| Materials and Supplies | 4300 | \$ 483,380.00 | \$ 426,897.00 |  | \$ 441,842.92 | \$ 455,631.16 |  |  |  |
| Noncapitalized Equipment | 4400 | \$ 70,240.00 | \$ 57,198.00 |  | \$ 59,200.54 | \$ 61,047.96 |  |  |  |
| Food | 4700 | \$ 0.00 | \$ 10,000.00 |  | \$ 12,000.00 | \$ 15,200.00 |  |  |  |
| Books and Supplies | 4000 - 4999 | \$ 1,025,162.00 | \$ 962,720.00 | | \$ 1,046,504.58 | \$ 1,136,922.16 | | | |

Calculations made by Budget Explorer for the case #1 are shown below:

Year 1:

Step 1. First rule is applied: $\$ 10,000 * 10\% = \$ 1,000$ – growth

Step 2. Intermediate total for next rule: $\$ 10,000 + \$ 1,000 = \$ 11,000$

Step 3. Second rule is applied: $\$ 11,000 + \$ 1,000 = \$ 12,000$

Year 2:

- Step 1. First rule is applied: $\$12,000 * 10\% = \$1,200$ – growth
 Step 2. Intermediate total for next rule: $\$12,000 + \$1,200 = \$13,200$
 Step 3. Second rule is applied: $\$13,200 + \$2,000 = \$15,200$

In Case #2 **Custom Amount** rule was calculate first, and **Custom Percent** rule was calculated second. In **Edit Rules for 4700 Food** screen (see Figure 3.21) **Custom Amount** rule is the first in the list, and **Custom Percent** rule is the second in the list.

Figure 3.21: Example of rule influence – case #2

Edit Rules for 4700 Food

Applied Rules:

| Title | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Commands |
|----------------|----------------------|-------------------|-------------------|----------|
| Custom Amount | \$0.00 | \$1,000.00 | \$2,000.00 | |
| Custom Percent | 0.00% | 10.00% | 10.00% | |

[Remove all Rules](#)

Object Detail: (4000 - 4999) Books and Supplies

General Fund/County School Service Fund » Unrestricted Resources Only

Resource: 0000 - Unrestricted

Commands: [Add Objects](#)

| | Object Code | Historical 1 2010-11 | Base Year 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 | Cash Flow | Notes | Del |
|----------------------------|--------------------|-------------------------|----------------------|----------------------|------------------------|------------------------|-----------|-------|-----|
| Textbooks and Materials | 4100 | \$ 467,425.00 | \$ 467,911.00 | <i>f_x</i> | \$ 532,722.12 | \$ 604,280.98 | | | |
| Books and Reference Mat'ls | 4200 | \$ 4,117.00 | \$ 714.00 | <i>f_x</i> | \$ 739.00 | \$ 762.06 | | | |
| Materials and Supplies | 4300 | \$ 483,380.00 | \$ 426,897.00 | <i>f_x</i> | \$ 441,842.92 | \$ 455,631.16 | | | |
| Noncapitalized Equipment | 4400 | \$ 70,240.00 | \$ 57,198.00 | <i>f_x</i> | \$ 59,200.54 | \$ 61,047.96 | | | |
| Food | 4700 | \$ 0.00 | \$ 10,000.00 | <i>f_x</i> | \$ 12,100.00 | \$ 15,510.00 | | | |
| Books and Supplies | 4000 - 4999 | \$ 1,025,162.00 | \$ 962,720.00 | | \$ 1,046,604.58 | \$ 1,137,232.16 | | | |

Calculations made by Budget Explorer for the case #2 are shown below:

Year 1:

- Step 1. First rule is applied: \$ 1,000 growth
 Step 2. Intermediate total for next rule: $\$10,000 + \$1,000 = \$11,000$
 Step 3. Second rule is applied: $\$11,000 * 10\% = \$1,100$
 Step 4. Total: $\$11,000 + \$1,100 = \$12,100$

Year 2:

- Step 1. First rule is applied: \$ 2,000 growth
 Step 2. Intermediate total for next rule: $\$12,100 + \$2,000 = \$14,100$
 Step 3. Second rule is applied: $\$14,100 * 10\% = \$1,410$
 Step 4. Total: $\$14,100 + \$1,410 = \$15,510$

Notice that results of calculations for case #1 and case #2 are different due to different order of rules only.

There some rules assigned to objects, object groups and Revenue Limit lines by default. These default rules are set by Budget Explorer administrator and are assigned to corresponding items every time you create projection. If you fill default rules are incorrect you may remove them (see item 3.2.6.4) or change their values (there are some exceptions, i.e. rules you can not delete, e.g. RevLim rule which affects Revenue Limit calculation).

3.2.6.4 Remove rules


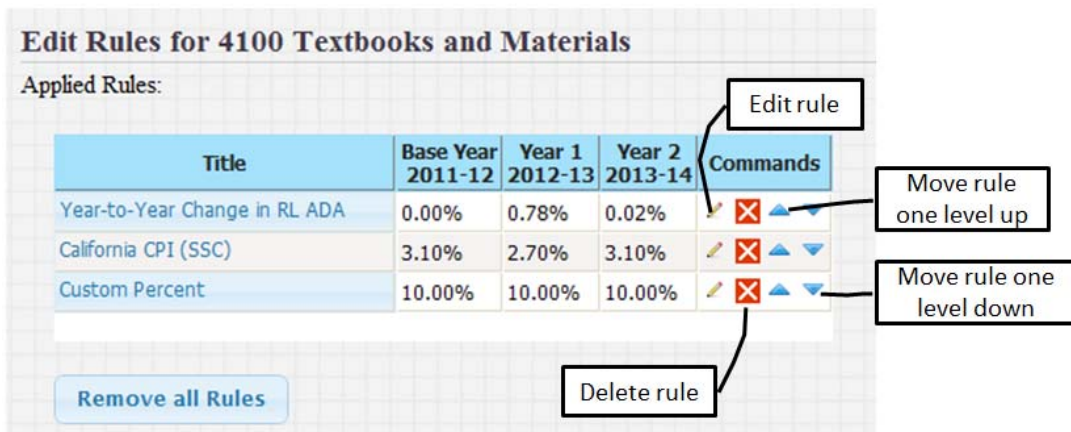












In case you need to remove rule(s) applied go to **Edit Rules for...** screen (see item 3.2.6.2 on p.37) click on  button on the right of the rule. You may remove all rules simultaneously by clicking on **Remove All Rules** button (see Figure 3.22 below).

Figure 3.22: Edit Rules for... screen – Remove Rule button



Edit Rules for 4100 Textbooks and Materials

Applied Rules:

| Title | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Commands |
|-------------------------------|----------------------|-------------------|-------------------|--|
| Year-to-Year Change in RL ADA | 0.00% | 0.78% | 0.02% |     |
| California CPI (SSC) | 3.10% | 2.70% | 3.10% |     |
| Custom Percent | 10.00% | 10.00% | 10.00% |     |

Remove all Rules

3.2.6.5 Add user-defined rule

User may add his/her own rule to the projection (see Figure 3.23), or remove rule(s) created earlier. User-defined rules can be used as any other rule throughout the projection.

Figure 3.23: Add/remove user-defined rule buttons

Projection Rules

Commands: Add User-Defined Rule Delete User-Defined Rule Help Generate reports: PDF

Overview

| Rule | Title | Base 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Notes/Rule Mapping |
|-------------|--|--------------|----------------|----------------|--------------------|
| CertCOLA | Certificated COLA % | 0.00% | 0.00% | 0.00% | |
| ClassCOLA | Classified COLA % | 0.00% | 0.00% | 0.00% | |
| CertColumn% | Certificated Staff Column Increase % | 0.00% | 0.00% | 0.00% | |
| CertStep% | Certificated Staff Step Increase % | 0.00% | 0.00% | 0.00% | |
| ClassStep% | Classified Staff Step Increase % | 0.00% | 0.00% | 0.00% | |
| CPI | California CPI (SSC) | 3.10% | 2.70% | 3.10% | |
| LOT-Res | California Lottery Restricted (SSC) | \$17.50 | \$17.20 | \$17.20 | |
| LOT-Unr | California Lottery Unrestricted (SSC) | \$111.00 | \$110.00 | \$108.75 | |
| INT | Interest Rate Trend for 10 Year Treasuries (SSC) | 3.80% | 4.10% | 4.30% | |
| NetCOLA | Net Funded Revenue Limit COLA (SSC) | 0.00000% | 3.20000% | 2.70000% | |
| RLDef | Revenue Limit Deficit: K-12 (SSC) | 19.75400% | 19.75400% | 19.75400% | |
| SpEdCOLA | Special Education COLA (SSC) | 0.00% | 3.20% | 2.70% | |
| CatCOLA | State Categorical COLA (SSC) | 0.00% | 1.80% | 2.30% | |
| StCOLA | Statutory COLA (SSC) | 2.24000% | 3.20000% | 2.70000% | |
| HW% | Health & Welfare Benefit Increase | 0.00% | 0.00% | 0.00% | |
| Tier I | Tier I Programs | 0.00% | 3.20% | 2.70% | |
| TierII | Tier II Programs | 0.00% | 3.20% | 2.70% | |
| TierIII | Tier III Programs | 0.00% | 3.20% | 2.70% | |
| CustAmt | Custom Amount | \$0.00 | \$0.00 | \$0.00 | |
| Cust% | Custom Percent | 0.00% | 0.00% | 0.00% | |
| Cust1Amt | Custom One Time Amount | \$0.00 | \$0.00 | \$0.00 | |
| Cust1% | Custom One Time Percent | 0.00% | 0.00% | 0.00% | |
| ManInput | Manual Input | \$0.00 | \$0.00 | \$0.00 | |
| PRO | Proportional | 0.00% | 0.00% | 0.00% | |
| Zap | Zero Out | \$0.00 | \$0.00 | \$0.00 | |
| Enr | Year-to-Year Change in Enrollment | -1.25% | -1.05% | 0.02% | |
| RL-ADA | Year-to-Year Change in RL ADA | 0.00% | 0.78% | 0.02% | |

Note: One-click on the desired rule name to enter Edit/View mode. The value for the Base Year is displayed for information purposes only (Excluding "Statutory COLA").

The projection variables listed below reflect information gathered from the LAO, School Services of California, and economic indicators from federal, state, and local sources. FCMAT cautions that these figures are estimates which are subject to revision at any time. Please carefully review all projection variables to ensure that they are appropriate for your K-12 funding perspective and economic outlook.

When user creates User-Defined rule its name and description should be entered as well as some options (see Figure 3.24). User should set some options to define rule properties. Different combinations of options available allows user to create any kind of rule. Options for User-Defined rules are explained in the Table 15 on p. 44.

Figure 3.24: Add User-Defined rule screen

The screenshot shows the 'Add User-Defined Rule' screen with the following fields and callouts:

- Name:** A text box labeled 'Short Rule Name' with a callout 'Enter short rule name'.
- Rule Description:** A text box labeled 'User Rule Name' with a callout 'Enter rule description'.
- Dollar Amount or Percentage:** Two radio buttons: 'Dollar Amount' (selected) and 'Percentage'. A callout 'Select number format of the rule' points to the 'Dollar Amount' button.
- Rule Type:** Two radio buttons: 'Static (the same value(s) will be used in every instance where it is applied)' (selected) and 'Dynamic (new values can be input in every instance where it is applied)'. A callout 'Select type of the rule' points to the 'Static' button.
- Rule Timing Options:** Two radio buttons: 'Ongoing (impacts year of entry, then remains at stated level)' (selected) and 'One-Time (impacts one year only, then returns to normal)'. A callout 'Select timing options of the rule' points to the 'Ongoing' button.
- Buttons:** 'Save' and 'Cancel' buttons. A callout 'Cancel operation' points to the 'Cancel' button. A callout 'Save (create) new rule' points to the 'Save' button.

Table 15: User-Defined rules options

| Option | Description |
|---------------------------------|---|
| Dollar Amount or Percentage | Select the type of data used for rule values |
| Rule Type: Dynamic or Static | <p>For Dynamic (Custom) rule its value should be entered each time the rule is applied. And, if user changes rule value(s) for any object it will have no impact on other instances where the rule is applied (see more about custom rules in p.3.2.3 on p.28).</p> <p>For Static (Standard) rule its values can be entered in advance (e.g. on Projection Rules screen). This rule retains its values throughout the entire projection regardless of where it is used. If user changes rule value(s) for any object then every object (where this rule is used) will be recalculated with new rule values (see more about Standard rules in p.3.2.2 on p.25)</p> |
| Rule Timing | One-time rule is used for one year only. No changes will be made |

| Option | Description |
|--------------------|---|
| Options: | for other year's values. |
| On-Time or Ongoing | Ongoing rule allows users to enter specific value for every year. |

Options described in the Table 15 allows user to create multiple rules, e.g.:

- Dollar dynamic one-time rule
- Dollar dynamic ongoing rule
- Dollar static one-time rule
- Dollar static ongoing rule
- Percent dynamic one-time rule
- Percent dynamic ongoing rule
- Percent static one-time rule
- Percent static ongoing rule

Such rules allow user to make projection more flexible and clearer by using intelligible rule names and comments in rule notes.

3.2.6.6 Rules exemptions

There are some cases where applied rules are processed differently from general concept described in item 3.2.6.3. These cases are explained below.

Case 1. Manual Input (ManInput) Rule

Manual Input (ManInput) Rule can not be applied with any other rule. It means you can apply this rule without other rule(s) only.

If you try to add ManInput Rule to other rule(s) the system will remove all other rule(s) and apply ManInput Rule only.

If you try to add any other rule when ManInput Rule is applied you will see a warning message that the rule can not be applied if ManInput is used.

Case 2. CertColumn % and CertStep % rules combination

If CertColumn % and CertStep % rules are applied to one object they are processed as one rule despite the order they are applied. These rules are not applied one by one but as one rule with values calculated as sums of CertColumn % and CertStep % values.

Notice that even screen tip shows them as a union (see Figure 3.25): CertColumn&Step.

Figure 3.25 – CertColumn % and CertStep % rules combination

Object Detail: (1000 - 1999) Certificated Salaries

General Fund/County School Service Fund » Unrestricted Resources Only

Resource: 0000 - Unrestricted

Commands: Add Objects

| | Object Code | Base Year 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 | Cash Flow | Notes | Del |
|--------------------------------|--------------------|-------------------------|----------------------------------|-------------------------|-------------------|-----------|-------|-----|
| Cert. Salaries | 1000 | \$ 0.00 | | \$ 425,000.00 | \$ 425,000.00 | | | |
| Certificated Teachers Salaries | 1100 | \$ 22,762,100.00 | | \$ 23,200,772.85 | \$ 23,706,202.58 | | | |
| Cert. Compensation | 1101 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | | |
| Substitute Salaries | 1110 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | | |
| Extra Duty Stipends | 1120 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | | |
| Cert. Pupil Support Salaries | 1200 | \$ 527,059.00 | | \$ 541,289.59 | \$ 557,203.50 | | | |
| Cert. Superv/Admin Salaries | 1300 | \$ 2,602,812.00 | | \$ 2,673,087.92 | \$ 2,751,676.70 | | | |
| Other Cert. Salaries | 1900 | \$ 303,671.00 | | \$ 311,070.12 | \$ 321,039.10 | | | |
| Certificated Salaries | 1000 - 1999 | \$ 26,195,642.00 | CertCOLA CertColumn&Step:0.48 | \$ 27,761,121.88 | | | | |

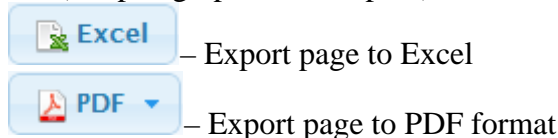
3.3 Reports generating concept

As it was mentioned above many screens of Budget Explorer have similar interface.

Generating reports is the same for every screen where reports are available.

There are two types of formats you may create reports: MS Excel and Adobe PDF.

If reports could be generated from your current screen you will see report icons in Menu Bar (see paragraph 3.1.3 on p.18):



Some pages have only one of these icons. It means you can generate only one type of report (usually it is PDF). Some pages have no such icons. It means you can not generate report for current page.

When you are going to generate PDF report after clicking button additional menu will appear (see Figure 3.26). Here a user may select whether notes and/or rules to be included into report. A click on one of 4 items in the menu will generate report according to option selected.

Figure 3.26 – Printing PDF report

Object Detail: (1000 - 1999) Certificated Salaries
 General Fund/County School Service Fund » Unrestricted Resources Only
 Resource: 0000 - Unrestricted

Commands: Add Objects Save changes Go Back Help

Reports: Excel PDF

Include notes
 Include notes and rules
 Include rules
 Suppress rules and notes

Select if notes or rules should be printed

| | Object Code | Base Year 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 | Cash Flow | Notes | Del |
|--------------------------------|--------------------|-------------------------|-------|-------------------------|-------------------------|-----------|-------|-----|
| Cert. Salaries | 1000 | \$ 0.00 | f | \$ 425,000.00 | \$ 425,000.00 | | | |
| Certificated Teachers Salaries | 1100 | \$ 22,762,100.00 | f | \$ 23,200,772.85 | \$ 23,706,202.58 | | | |
| Cert. Compensation | 1101 | \$ 0.00 | f | \$ 0.00 | \$ 0.00 | | | |
| Substitute Salaries | 1110 | \$ 0.00 | f | \$ 0.00 | \$ 0.00 | | | |
| Extra Duty Stipends | 1120 | \$ 0.00 | f | \$ 0.00 | \$ 0.00 | | | |
| Cert. Pupil Support Salaries | 1200 | \$ 527,059.00 | f | \$ 541,289.59 | \$ 557,203.50 | | | |
| Cert. Superv/Admin Salaries | 1300 | \$ 2,602,812.00 | f | \$ 2,673,087.92 | \$ 2,751,676.70 | | | |
| Other Cert. Salaries | 1900 | \$ 303,671.00 | f | \$ 311,870.12 | \$ 321,039.10 | | | |
| Certificated Salaries | 1000 - 1999 | \$ 26,195,642.00 | | \$ 27,152,020.48 | \$ 27,761,121.88 | | | |

There is a special page to create various reports, which provides you access to all reports available in Budget Explorer (see chapter 4.12 on p.118).

3.4 Entering data

There are many screens in Budget Explorer to enter various data (see Figure 3.27 and Figure 3.28). Data could be entered in different formats:

- Text,
- Currency,
- Percentage.

If some data have background color which is the same as the row (or column) it means you can not edit this data (see Staffing Ratios section on Figure 3.28). If a field (or cell) is marked out with different color you may enter/change data there (see Figure 3.27 and Staffing FTE section on Figure 3.28).

Figure 3.27 – Edit Custom Rule screen

Edit Custom One Time Amount Rule
 for 8019 Revenue Limit State Aid—Prior Years

Rule:
Cust1Amt

Description:
Custom One Time Amount

Dollars
\$ 0.00

Year:
☒ Year 1 (2012-13)
☐ Year 2 (2013-14)

Save Cancel

Text field

Amount field

Selection

Figure 3.28 – Staffing screen

Enrollment

Current View is: *Enrollment, P2ADA & Enrollment Factors*

Other views: **Staffing by Grade** Staffing by Resource

Mode switchers:

☒ Manually Enter ADA
 ☒ Enter Historical Data
 ☐ Manually Enter Enrollment Factor
 ☐ Enter Historical and Projected Years

Calculate Enrollment Projection:

| Enrollment | Historical 5 2006-07 | Historical 4 2007-08 | Historical 3 2008-09 | Historical 2 2009-10 | Historical 1 2010-11 | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|-------------------|-------------------|
| K | 745 | 674 | 697 | 722 | 741 | 795 | 750 | 760 |
| 1 | 738 | 747 | 642 | 724 | 730 | 756 | 806 | 790 |
| 2 | 694 | 745 | 776 | 681 | 748 | 749 | 768 | 832 |
| 3 | 707 | 695 | 777 | 777 | 777 | 763 | 767 | 799 |
| 4 | 731 | 706 | 671 | 753 | 746 | 727 | 776 | 782 |
| 5 | 727 | 713 | 689 | 678 | 757 | 750 | 729 | 780 |
| Subtotal (K - 5) | 4,342 | 4,270 | 4,140 | 4,294 | 4,439 | 4,540 | 4,596 | 4,743 |
| 6 | 716 | 742 | 689 | 707 | 691 | 765 | 759 | 740 |
| 7 | 779 | 777 | 776 | 684 | 716 | 691 | 765 | 761 |
| Subtotal Excluding Charter Schools | 9,021 | 8,948 | 8,748 | 9,038 | 9,252 | 9,522 | 9,717 | 9,908 |
| Charter Schools (to calculate in-lieu property taxes) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 9,021 | 8,948 | 8,748 | 9,038 | 9,252 | 9,522 | 9,717 | 9,908 |

P2ADA

History Detail

| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|---|----------|----------|----------|----------|----------|----------|----------|----------|
| Excluding Charter Schools | 8,384.12 | 8,344.01 | 8,174.13 | 8,436.97 | 8,695.95 | 8,906.88 | 9,094.14 | 9,274.88 |
| Charter Schools (to calculate in-lieu property taxes) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| COE CommSchs/SpEd | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 8,384.12 | 8,344.01 | 8,174.13 | 8,436.97 | 8,695.95 | 8,906.88 | 9,094.14 | 9,274.88 |

Enrollment Factors

| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|
| Excluding Charter and COE | 0.9294 | 0.9325 | 0.9344 | 0.9335 | 0.9339 | 0.9354 | 0.9359 | 0.9361 |
| Charter Schools (to calculate in-lieu property taxes) | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

There are two ways of navigation:

- Using Tab key to move cursor from one cell to another
- Clicking at the cell you are going to edit

When you click at the cell you will see cursor in it. Use Delete and/or Backspace key(s) to Delete old value and enter the new one, or edit old value. The other way to enter data is to triple-click the target cell. The value will be marked and you can enter new value into the cell without prior deleting old value.

3.5 Pop-up menu

All data you have access to could be changed by entering values from a keyboard. Many screens where you enter data have pop-up menu which could be accessed by right click on the value (see Figure 3.29).

This menu has several commands to make your work easier and more convenient. These commands are explained in Table 16.

Figure 3.29: Pop-up menu for editing values

Object Detail: (6000 - 6900) Capital Outlay

General Fund/County School Service Fund » Unrestricted Resources Only

Resource: 0000 - Unrestricted

Commands: Add Objects Save changes

You have unsaved changes


Pop up menu to work with values

| | Object Code | Base Year 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 | Cash Flow | Notes | Del |
|---|--------------------|----------------------|-------|---------------------|---------------------|-----------|-------|-----|
| Land | 6100 | | f | \$ 0.00 | \$ 0.00 | | | |
| Buildings and Improvement of Buildings | 6200 | | f | \$ 0.00 | \$ 0.00 | | | |
| Books and Media for New School Libraries or Major Expansion of School Libraries | 6300 | \$ 0.00 | f | \$ 0.00 | \$ 0.00 | | | |
| Custom Object | 6336 | \$ 0.00 | f | \$ 0.00 | \$ 0.00 | | | |
| Equipment | 6400 | \$ 35,000.00 | f | \$ 40,000.00 | \$ 45,000.00 | | | |
| Equipment Replacement | 6500 | \$ 0.00 | f | \$ 0.00 | \$ 0.00 | | | |
| Capital Outlay | 6000 - 6900 | \$ 35,000.00 | | \$ 40,000.00 | \$ 45,000.00 | | | |

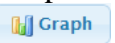
Table 16: Pop-up menu items

| Menu item | Description |
|----------------------------------|---|
| Cut amount | Current amount will be cut into the clipboard; current field value will be set to 0 |
| Copy amount | Current amount will be copied into the clipboard; current field value will remain unchanged |
| Paste amount | Amount from the clipboard will be inserted into current field to substitute current data |
| Add amount | Amount from the clipboard will be added to current field value |
| Subtract Source from Destination | Amount from the clipboard will be subtracted from current field value; result will substitute current data |
| Subtract Destination from Source | Current field amount will be subtracted from the amount in the clipboard; result will substitute current data |
| Reset a value to initial | All unsaved changes to cell will be discarded. Last saved value will appear in the cell |
| View calculator | Calculator with common arithmetic operations will appear. Final result of calculations will be inserted into current field. |

3.6 Context Help

Almost every screen in Budget Explorer has reference to help file with explanations about the screen. Click on **Help** icon  which is located in **Menu Bar** (see Figure 3.1 on p.15) will show you help for your current page.

3.7 Graphs

It is possible to generate graphs automatically from many pages by clicking **Graph** icon  which is located in **Menu Bar** (see Figure 3.1 on p.15). If there is no such icon in **Menu Bar** you can not generate graph(s) for current page.

For some pages you will see buttons on graph which allow you to choose what data to map on a graph. Click one of the buttons (is there are any) to see graph you need. If there no such buttons it means you can generate only one graph for current page.

Figure 3.30: Graphs in Budget Explorer



If necessary you may print these graphs by clicking on **Print Graph** button.

Notice that values on graphs are calculated according to specific rules. Table 17 explains how data series are calculated:

Table 17 – Data Calculation for Graphs

| Graph Title | Data | Sum of object group |
|-------------------------------------|--------------|----------------------------|
| Projected Revenues and Expenditures | Revenues | 8010-8799 |
| | | 8910-8929 |
| | | 8930-8979 |
| | Expenditures | 1000-7439 |
| | | 7600-7629 |
| | | 7630-7699 |
| Fund Ending Balance | Revenues | 8010-8799 |
| | | 8910-8929 |
| | | 8930-8979 |
| | Expenditures | 1000-7439 |
| | | 7600-7629 |
| | | 7630-7699 |
| Compensation vs Total Expense | Compensation | 1000-1999 |
| | | 2000-2999 |
| | | 3000-3999 |
| | Expenditures | 1000-7439 |
| | | 7600-7629 |
| | | 7630-7699 |

4 Working with projection

Projection may be created for District or County of Education. Projections for County of Education are designed in Navy Blue color scheme.

4.1 Operations with projections

Figure 4.1: The Projection List screen

FCMAT Budget Explorer v5.0

Welcome, Marnie! [logout] **BudgetExplorer**

Projection List My Profile

Search Criteria: Search Show All

| | Base Year | Local Education Agency | Title | Date Created | Author | Last Modified | By |
|---|-----------|------------------------|--------------------------------------|---------------------|--------|---------------------|------|
| 1 | 2011-12 | Lagunitas Elementary | E21J201A | 06/23/2011 02:51 PM | nata | 06/23/2011 05:50 PM | ajit |
| 2 | 2010-11 | Vallejo City Unified | 2011-12 Estimate Budget with low ADA | 06/21/2011 11:16 PM | nata | 06/21/2011 11:39 PM | nata |

Projection settings:
 District: 01
 Fund: 01
 Years: 2
 First interim: 0
 Projected totals: 0 (RO), 0 (RW)

Click to add new projection

Click to copy selected projection

Click to change owner of selected projection

Edit Projection Add Projection Delete Projection(s) Copy Projection Rename Projection Share Projection Change Owner View 1 - 2 of 2

Note: Double-click on the desired projection to enter Edit/View mode. Click any column header to sort the list by that column's data.

Click to edit selected projection

Click to delete selected projection (can not be restored)

Click to rename selected projection








Click to share selected projection

The Projection List screen displays all of the forecasts that you have created. Of course, when you log into Budget Explorer for the first time, there will be no projections in your projection list. However, as you work with BE, your list of projections will begin to grow as you experiment with various projection scenarios.

If you click on any column header (the blue link text at the top of any column), BE will redisplay your list of projections according to the order of the column that you selected. For example, if you click on the **Base Year** column header, BE will display your projections in chronological order based on the base year within the projections. Similarly, if you click on the **Title** column header, BE will display your projections in alphabetical order by the projection description, etc.


The buttons displayed above the list of projections of the **Projection List** screen are explained in the Table 18 on the next page.

Table 18: Buttons Displayed on the Projection List Screen

| Button | Function assigned to the button |
|--|---|
|  Edit Projection | Open an existing projection for editing |
|  Add Projection | Create a new projection by importing (uploading) data from a SACS data file (downloaded from your financial system) |
|  Delete Projection(s) | Remove an existing projection from the projection list |
|  Copy Projection | Make a copy of an existing projection |
|  Rename Projection | Change title of the existing projection |
|  Share Projection | Share selected projection with other users |
|  Change Owner | To change the owner of the projection |

4.1.1 Creating a New Projection

There are 4 steps to add a projection. To create a new projection, click on the

 Add Projection button in the left side of the **Projection List** screen.

Step 1

The **Import SACS File** screen (see Figure 4.2) will be displayed after you click on add projection button.

On this screen the source of data should be selected. Import methods available are the following:

- Import data from a SACS file.
Import SACS Data File provides a method of retrieving data from your financial system SACS download file or the state SACS Financial Reporting Software. Click on **Browse** button and navigate to the drive and directory where your data file is stored, then double-click on the desired data file. Then enter description for this file.
- Select a Previously Imported SACS data file.
Select a proper file from the list to create a new projection.

Note: after you once create a projection from a SACS file you may select this file from the list to create other projections. It is faster than browsing each time to find a SACS file.

To remove previously imported SACS file select this file and click on **Remove selected** button.

After you define Import Method and enter description¹ click on **Next>>** link to proceed.

Figure 4.2: Import SACS File – step 1

Import SACS File

Step 1: Choose an Import Method

☒ Import a new SACS data file

Choose File No file chosen

Use the field below to provide a description for the selected SACS data file:

☐ Select a Previously Imported SACS data file

- ☐ UA 2009 10 (11/8/2010 7:50:49 PM)
- ☐ UA 2009/10 (11/20/2010 1:55:08 PM)
- ☐ UA/revised 10-11 (9/23/2010 8:49:14 AM)
- ☐ Un-audited Actuals (10/14/2010 3:36:34 PM)
- ☐ Unaudited Actuals 2010 fiscal year (10/11/2010 10:15:32 AM)
- ☐ unaduit (10/15/2010 4:36:01 PM)
- ☐ Unaudited Act. 08-09 (10/12/2009 9:42:21 AM)
- ☐ Unaudited Actuals (10/14/2010 10:17:09 AM)
- ☐ Unaudited Actuals (12/4/2009 12:37:41 PM)
- ☐ Unaudited Actuals (11/1/2010 9:41:02 AM)
- ☐ unaudited actuals (10/22/2009 1:23:47 PM)
- ☐ Unaudited Actuals (9/22/2010 3:17:54 PM)
- ☐ Unaudited Actuals (10/14/2010 2:07:58 PM)
- ☐ UNAUDITED ACTUALS 0800 (8/7/2009 12:27:45 PM)

Remove selected

Go Back **Next >>**

Step 2.

A new screen will appear on this step (see Figure 4.3).

¹ For importing new SACS file only

As you can see from Figure 4.3, Budget Explorer inspects the contents of the specified data file, and then display a list of all of the data types that were found within the file:

- Step 2a.
Select the desired data type by clicking its associated radio button. The data is read from SACS file selected by the user on step 1.
- Step 2b.
Select a Fiscal Year which will be used as the Base Year in your projection. The software will always default to the current budget year

After selecting data and fiscal year click on **Next>>** link to proceed.

Figure 4.3: Import SACS File – step 2

Import SACS File

Step 2: Select Data to Import, Indicate Base Year

Step 2a: Select Data to Import
LEA: ABC Unified

1) 2010 - 2011

☐ None
☒ First interim - Projected totals

Step 2b: Select a Fiscal Year to use as the “Base Year”
 2011 - 2012 ▼

Step 2c: Select a Set Of Default Rules For Objects & Resources
 FCMAT Default ▼

<< Previous
Next >>

Step 3.

Set up Cash Flow by selecting data entry type and entering values.

Import SACS File

Step 3: Setup Cash Flow

Cash Flow Parameters:

1. Which method would you prefer to use for entering revenue data?

☒ By Resource and Object (Best Practice, Highly Recommended).
☐ By Major Object Range (Summary Version, no Resource/Object Detail).

2. Please enter values for each of the following:

a. Beginning Cash Balance:

b. General Ledger Accounts:

i. Assets:

- Revolving Cash Account:

- Cash with a Fiscal Agent/Trustee:

- Accounts Receivable:

- Due from Other Funds:

ii. Liabilities:

- Accounts Payable (Current Liabilities):

- Due to Grantor Governments:

- Due to Other Funds:

- Deferred Revenue:

<< Previous
Next >>

Step 4.

This step includes final adjustments to create a projection (see Figure 4.4):

- **Select Fund**
Select a Fund from the list which shows all funds in the SACS file
- **Select the number of years to project.**
Default value is 2 years though you may select any value from 2 to 5.
- **Enter projection title.**
Type a descriptive name for the projection, e.g.
“Anyname, 1st Interim w/2% COLA”

Figure 4.4: Import SACS File – step 4

Import SACS File

Step 4: Projection Profile

LEA: ABC Unified

Select fund:

Select the number of years to project forward:

Projection title:

<< Previous Next >>

Note: Funds 3 and 6 are always added to Fund 1 projection during load.

After making all adjustments click on **Next>>** link to proceed.

Step 5.

This screen shows data verification notes concerning newly created projection (see Figure 4.5 on p.58).

If you agree with notes of step 4 click on **Finish** button otherwise click on **Cancel** button terminates import SACS File process. Warning will appear and if you click OK button no projection will be created and you will see **Projection List** screen.

Click **Finish** will complete adding a new projection and open it for you.

Figure 4.5: Import SACS File – step 5**Import SACS File***Step 5: Projection is successfully created!***Data Verification Notice:**

Historical enrollment data values are drawn from state-reported CBEDS data.
Please review these values to ensure they are in alignment with expected values,
or change the values if necessary.

Current and Prior Year ADA Data values are drawn from supplemental RL form data (if available);

Revenue Limit Calculation values are drawn from imported data (if available):
The selected SACS data file contains the following ADA values to be
used for Revenue Limit calculation:

[Fiscal Year], [Report Period], [ColumnCode]: [Value]

Using either the Enr/ADA/Staffing screen or the Revenue Limit
calculation screen, please verify the fiscal year placement of these
data values to ensure that BE uses the correct ADA values for
Revenue Limit calculation.

Please review the Enrollment, ADA, and Revenue Limit calculation values to ensure
that the data conforms to local student population and economic expectations.
Click Finish to indicate acceptance of these Information Messages
or click Cancel to return to the Projection List screen.

Finish

Cancel

4.1.2 Copy Projection

There are a number of reasons to copy projections:

- Make a copy for a colleague to work with and keep original projection for reference;
- Try to change values and/or rules for what-if analysis and keep original projection for reference.
- To remove all rules and/or enrollment details and/or salary forecaster values which were added manually.
- Make a new projection with user-defined rules and values for another budget cycle, etc.

Figure 4.6: Copy Projection screen**Copy Projection**

The screenshot shows the 'Copy Projection' screen with the following fields and callouts:

- LEA:** ABC Unified
- Select the number of years to project forward:** 2 (default) [Callout: Select the number of forecasted years for projection]
- Budget cycle:** 2011-12 [Callout: Select budget cycle for projection]
- Projection title:** [Empty text box] [Callout: Enter the title for a new projection]
- Copy from:** Preliminary budget [Callout: Select the source projection to make copy from]
- Check the items to copy:**
 - ☒ Projection Rules
 - ☒ Enrollment and Staffing Values
 - ☒ Revenue Limit Values
 - ☒ Salary Forecaster Values
 - ☒ Cash Flow
[Callout: Check items to be copied from the source projection]

At the bottom are two buttons: **Start Copy** and **Cancel**.

All options of **Copy Projection** screen are explained in the Table 19 below.

Table 19: Options of Copy Projection screen

| Option/Field | Description |
|---|--|
| Select the number of years to project forward | You can make a copy which would have the number of years, different from source. E.g. if your source projection is for 2 years, you may make a copy projection for 5 years and vice versa. |
| Budget cycle | You may select different budget cycle for your copy |
| Projection title | Any new title convenient to you |
| Copy from | Select one of your projection to be the source for a copy |

| Option/Field | Description | | |
|-------------------------|--------------------------------|---|--|
| Check the items to copy | You make select items to copy: | | |
| | Item | Checked | Unchecked |
| | Projection Rules | All rules are copied with their current values | Ruled are copied with default values |
| | Enrollment and Staffing Values | All enrollment and staffing values are copied | Enrollment and staffing Values are set to 0, all other values are copied |
| | Revenue Limit Values | All Revenue Limit values are copied | Revenue Limit values are set to 0, all other values are copied |
| | Salary Forecaster Values | All Salary Forecaster values are copied | Salary Forecaster values are set to 0, all other values are copied |
| | Cash Flow | Cash Flow values are copied | Cash Flow values are set to 0, all other values are copied |

4.1.3 Edit projection

On the **Projection List** screen (see Figure 4.1 on p.52) select the projection you would like to view/edit or print report(s) and click on **Edit Projection** button to get into selected projection.

Another way to enter the projection is to double-click on the title of the projection.

All steps of projection editing are described in chapters 4.2 (p.62) – 4.12 (p.118).

4.1.4 Rename Projection

In some cases you may want to rename a projection. You may do so on the **Projection List** screen (see Figure 4.1 on p.52) by selecting a projection you would like to rename (one click on the title of the projection) and click on **Rename Projection** button.

Note: there is another way to rename a projection via **Projection Adjustment** screen (see Figure 4.10 on p.64).

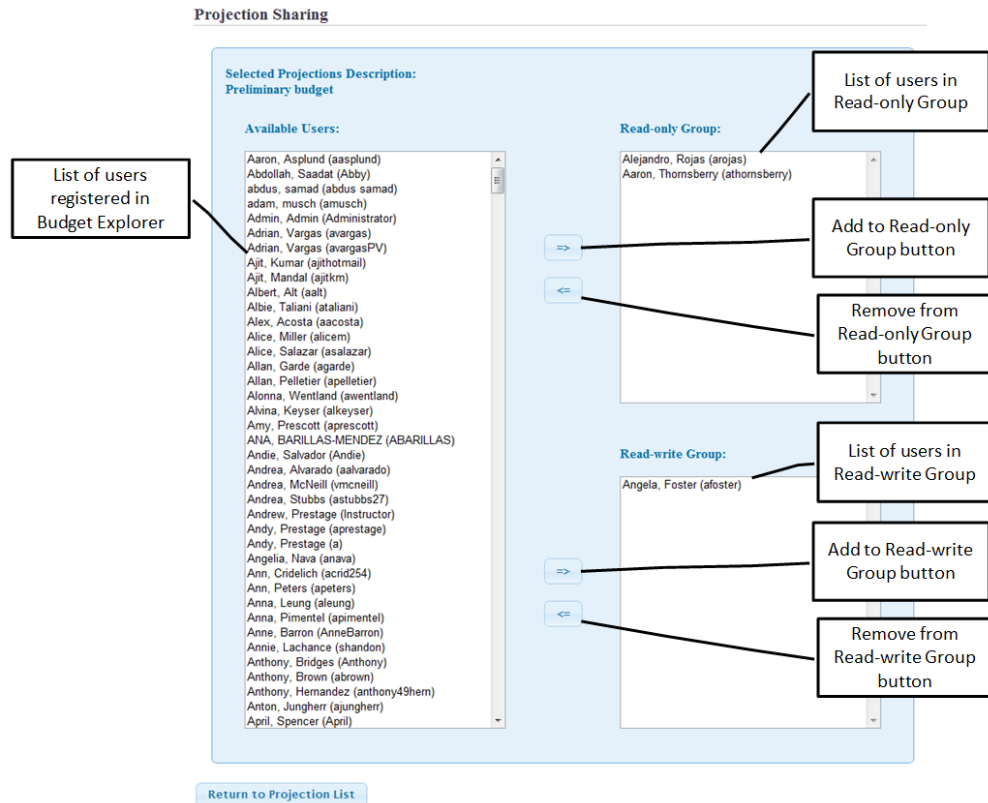
4.1.5 Share Projection

In some cases a user may want to share his/her projection(s) with others. There are two ways to share a projection in Budget Explorer:

- Read-only access
- Read-write access

Select a projection on the **Projection List** screen (see Figure 4.1 on p.52) and click on **Share Projection** button. A screen similar to the one shown on Figure 4.7 will appear.

Figure 4.7: Projection Sharing screen



Select a user from the list of registered users and click on the appropriate button to add this user to Read-only or to Read-write group (see Figure 4.7).

If you are not going to share the projection with someone you gave such permissions earlier then simply select that user in the list of Read-only or Read-write Group and click on the remove button (see Figure 4.7).

After making necessary modifications click on **Return to Projection List** button.

4.1.6 Change owner

Sometimes you might need to change the owner of a projection. In this case select the projection and click on **Change owner** button. You will see the following screen:

Figure 4.8: Projection Changing Owner screen

Projection Changing Owner

Selected Projections Description:
Preliminary budget

New Owner:

Not Selected ▼

Return to Projection List

Select from list a
New Owner of
projection

Simply select a user from the list and click on **Change** button. If you decide not to change owner this time click on **Return to Projection List** button.

Notice if you change owner of the projection you will have no access to the projection anymore.

4.1.7 Remove projection

Select the projection from the projection list (see Figure 4.1 on p.52) and click on **Remove Projection** button. A warning message will appear. Click OK to delete projection or Cancel to keep the projection in the list.

4.2 Welcome to Budget Explorer screen

Welcome to Budget Explorer screen is displayed when you first create or retrieve a projection. (see Figure 4.9 on p.63).

Overview of main modules and icons explanations is presented at this screen.

There is a link to Projection Adjustment page (see chapter 4.3).

Figure 4.9: Welcome to Budget Explorer screen

The screenshot shows the 'Welcome to Budget Explorer' screen. At the top, there is a header bar with the following elements labeled:

- LEA's name:** ABC Unified: Preliminary budget (Base Year: 2011-2012)
- Projection Title:** ABC Unified: Preliminary budget
- Base Year:** In the fiscal budget cycle: 2011 - 2012
- Tab Bar:** A horizontal bar with tabs numbered 1 to 9: 1. Home, 2. Rules, 3. Enr/ADA/Staffing, 4. Salary Forecaster, 5. Revenue Limit, 6. Cash Flow, 7. Auto Balancing, 8. Tools, 9. Reports.
- Link to the list of projections:** A link labeled 'Projection List' in the top right corner.

Below the header, the main content area is divided into several sections:

- Projection warning messages:** A red banner with the text: 'Attention! Please note that the Salary Forecaster Rule has been applied in one or more resources; Salaries for Restricted resources are not projected because no FTE is entered for restricted resources on "Staffing by Resource" page.'
- Navigation Tree:** A sidebar on the left containing a tree view of the application's structure, including sections like 'First time here?', 'Projection Rules', 'Enrollment/ADA/Staffing', 'Reports', 'Navigation Tree', and 'Other Icons'.
- Quick Start Guide:** A central area with a 'Quick Start Guide' link and instructions on how to use the application.
- Statistics:** A section on the right titled 'Statistics' with a link to 'Link to Projection Adjustment Page'.

At the bottom of the screen, there is a footer with the text: '© FCMAT 2009-2011 | Question/Suggestion?' and 'PwXient Technologies, Inc.'

4.3 Projection Adjustment

Click on the link to Projection Adjustment located at **Welcome to Budget Explorer** screen (see Figure 4.9 on p.63). This will display a screen shown at Figure 4.10.

Figure 4.10: Projection Adjustment screen

The screenshot shows the 'Projection Adjustment' screen with the following fields and callouts:

- Projection Title:** LACOE ACTIVE Working Copy. Callout: Change/Adjust Projection Title.
- Years to forecast:** 2. Callout: Select Number of years.
- Show Historical Year:** ☒. Callout: Shows/hides historical data on Resource Summary and Individual Resource screens.
- Enable Audit Logging:** ☒. Callout: Enable/disable Audit Logging.
- Financial reporting period:** Unaudited actuals. Callout: Export projection data to csv file (via 'Export to file' button).
- Type of financial data:** Budget. Callout: Change financial data type.
- Note:** A large text area for additional notes.
- Other commands:** Includes 'Show page help' and 'Export to file' buttons.
- Buttons:** 'Save' and 'Cancel' at the bottom.

On this screen a user can make some modifications to the projection (see Table 20).

Table 20: Projection adjustment settings

| Field | Description |
|----------------------|--|
| Projection Title | Displays projection's name. Enter new value and click on Save button to rename the projection |
| Years to forecast | Select number of years to forecast from the list. All data in your projection will be recalculated for the number of years you have selected |
| Show Historical Year | Check/uncheck to show/hide historical data on Resource Summary and Individual Resource screens |
| Enable Audit Logging | Check/uncheck to switch on/off Audit Logging (see chapter 4.11.4 on p.114) |

4.4 Summary screen

There three types of summaries in Budget Explorer:

- Combined Summary
- Unrestricted Summary

- Restricted Summary

Click on **Navigation Tree** button (see Figure 3.1 on p.15), select the summary (see Figure 3.3 on p.17) summary screen will open (see Figure 4.11).

Figure 4.11: Summary screen

| General Fund/County School Service Fund » Unrestricted Resources Only | | | | | | |
|---|-------------|-------------------------|----------------------|-------|-------------------|-------------------|
| Revenues, Expenditures, and Changes in the Fund Balance | | | | | | |
| | Object Code | Historical 1 2009-10 | Base Year 2010-11 | Rules | Year 1 2011-12 | Year 2 2012-13 |
| Revenues | | | | | | |
| Revenue Limit Sources | 8010 - 8099 | \$ 44,619,669.16 | \$ 21,346,763.97 | | \$ 12,645,923.75 | \$ 4,322,614.02 |
| Federal Revenues | 8100 - 8299 | \$ 23,347,197.67 | \$ 21,958,547.00 | | \$ 21,958,547.00 | \$ 21,958,547.00 |
| Other State Revenues | 8300 - 8599 | \$ 58,465,933.00 | \$ 59,205,624.00 | | \$ 57,374,386.00 | \$ 58,368,661.04 |
| Other Local Revenues | 8600 - 8799 | \$ 44,901,450.13 | \$ 43,816,441.00 | | \$ 43,559,749.00 | \$ 43,603,583.74 |
| Total Revenues | | \$ 171,334,249.96 | \$ 146,327,375.97 | | \$ 135,538,605.75 | \$ 128,253,405.80 |
| Expenditures | | | | | | |
| Certificated Salaries | 1000 - 1999 | \$ 15,054,020.63 | \$ 13,118,093.00 | | \$ 13,118,093.00 | \$ 13,118,093.00 |
| Classified Salaries | 2000 - 2999 | \$ 57,580,362.32 | \$ 55,726,039.00 | | \$ 55,726,039.00 | \$ 55,726,039.00 |
| Employee Benefits | 3000 - 3999 | \$ 26,046,405.23 | \$ 25,317,758.00 | | \$ 25,317,758.00 | \$ 25,317,758.00 |
| Books and Supplies | 4000 - 4999 | \$ 4,214,212.65 | \$ 5,625,003.00 | | \$ 5,625,003.00 | \$ 5,625,003.00 |
| Services and Other Operating | 5000 - 5999 | \$ 40,890,061.15 | \$ 46,006,929.00 | | \$ 46,007,299.60 | \$ 46,007,787.35 |
| Capital Outlay | 6000 - 6900 | \$ 647,764.57 | \$ 1,061,371.00 | | \$ 1,061,371.00 | \$ 1,061,371.00 |
| Other Outgo | 7000 - 7299 | \$ 20,931,696.00 | \$ 20,000,000.00 | | \$ 20,000,000.00 | \$ 20,000,000.00 |
| Direct Support/Indirect Cost | 7300 - 7399 | \$ -24,487,940.82 | \$ -28,754,376.00 | | \$ -28,754,376.00 | \$ -28,754,376.00 |
| Debt Service | 7430 - 7439 | \$ 3,052,794.30 | \$ 2,236,565.00 | | \$ 2,236,565.00 | \$ 2,236,565.00 |
| Total Expenditures | | \$ 143,929,376.03 | \$ 140,337,382.00 | | \$ 140,337,752.60 | \$ 140,338,240.35 |
| Excess (Deficiency) of Revenues Over Expenditures | | \$ 27,404,873.93 | \$ 5,989,993.97 | | \$ -4,799,146.85 | \$ -12,084,834.55 |
| Other Financing Sources/Uses | | | | | | |
| Interfund Transfers In | 8900 - 8929 | \$ 449,412.71 | \$ 80,000.00 | | \$ 80,000.00 | \$ 80,000.00 |
| Interfund Transfers Out | 7600 - 7629 | \$ 9,450,671.48 | \$ 0.00 | | \$ 0.00 | \$ 0.00 |
| All Other Financing Sources | 8930 - 8979 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 |
| All Other Financing Uses | 7630 - 7699 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 |
| Contributions | 8980 - 8999 | \$ -7,740,796.69 | \$ -17,137,420.00 | | \$ -17,137,420.00 | \$ -17,137,420.00 |
| Total Other Financing Sources/Uses | | \$ -16,742,055.46 | \$ -17,057,420.00 | | \$ -17,057,420.00 | \$ -17,057,420.00 |
| Net Increase (Decrease) in Fund Balance | | \$ 10,662,818.47 | \$ -11,067,426.03 | | \$ -21,856,566.85 | \$ -29,142,254.55 |
| Fund Balance | | | | | | |
| Beginning Fund Balance | 9791 | \$ 91,762,439.41 | \$ 102,425,257.88 | | \$ 91,357,831.85 | \$ 69,501,265.00 |
| Audit Adjustments | 9793 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 |
| Other Restatements | 9795 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 |

All summary screens contain 'Components of Ending Fund Balance' that is not available on individual resource screen.

4.5 Individual Resource screen

This screen is available for resource view projections only. To open **Individual Resource** screen (see Figure 4.12) click the resource you need from the list of resources in **Navigation Tree** (see Figure 3.3 on p.17).

Figure 4.12: Individual Resource screen

General Fund/County School Service Fund » Unrestricted Resources Only

Resource: 0000 - Unrestricted (Rename Resource Title)

Commands: Add Objects Save changes Graph Help Reports: Excel PDF

| | Object Code | Historical 1 2009-10 | Base Year 2010-11 | Rules | Year 1 2011-12 | Year 2 2012-13 | Cash Flow | Notes |
|--|-------------|-------------------------|----------------------|-------|-------------------|-------------------|-----------|-------|
| Revenues | | | | | | | | |
| Revenue Limit Sources | 8010 - 8099 | \$ 44,619,669.16 | \$ 21,246,763.97 | | \$ 12,645,923.75 | \$ 4,322,614.02 | | |
| Federal Revenues | 8100 - 8299 | \$ 23,347,197.67 | \$ 21,958,547.00 | | \$ 21,958,547.00 | \$ 21,958,547.00 | | |
| Other State Revenues | 8300 - 8599 | \$ 56,159,742.33 | \$ 57,068,740.00 | | \$ 55,237,502.00 | \$ 56,231,777.04 | | |
| Other Local Revenues | 8600 - 8799 | \$ 44,901,450.13 | \$ 43,816,441.00 | | \$ 43,559,749.00 | \$ 43,603,583.74 | | |
| Total Revenues | | \$ 169,028,059.29 | \$ 144,190,491.97 | | \$ 133,401,721.75 | \$ 126,116,521.80 | | |
| Expenditures | | | | | | | | |
| Certificated Salaries | 1000 - 1999 | \$ 15,054,020.63 | \$ 13,118,093.00 | | \$ 13,118,093.00 | \$ 13,118,093.00 | | |
| Classified Salaries | 2000 - 2999 | \$ 57,367,858.07 | \$ 55,536,753.00 | | \$ 55,536,753.00 | \$ 55,536,753.00 | | |
| Employee Benefits | 3000 - 3999 | \$ 26,018,204.45 | \$ 25,290,178.00 | | \$ 25,290,178.00 | \$ 25,290,178.00 | | |
| Books and Supplies | 4000 - 4999 | \$ 3,765,563.44 | \$ 4,614,566.00 | | \$ 4,614,566.00 | \$ 4,614,566.00 | | |
| Services and Other Operating | 5000 - 5999 | \$ 39,141,303.05 | \$ 44,854,447.00 | | \$ 44,854,817.60 | \$ 44,855,305.35 | | |
| Capital Outlay | 6000 - 6900 | \$ 641,638.50 | \$ 1,055,171.00 | | \$ 1,055,171.00 | \$ 1,055,171.00 | | |
| Other Outgo | 7000 - 7299 | \$ 20,931,696.00 | \$ 20,000,000.00 | | \$ 20,000,000.00 | \$ 20,000,000.00 | | |
| Direct Support/Indirect Cost | 7300 - 7399 | \$ -24,487,940.82 | \$ -28,754,376.00 | | \$ -28,754,376.00 | \$ -28,754,376.00 | | |
| Debt Service | 7400 - 7439 | \$ 3,052,794.30 | \$ 2,236,565.00 | | \$ 2,236,565.00 | \$ 2,236,565.00 | | |
| Total Expenditures | | \$ 141,485,137.62 | \$ 137,951,397.00 | | \$ 137,951,767.60 | \$ 137,952,255.35 | | |
| Excess (Deficiency) of Revenues Over Expenditures | | \$ 27,542,921.67 | \$ 6,239,094.97 | | \$ -4,550,045.85 | \$ -11,835,733.55 | | |
| Other Financing Sources/Uses | | | | | | | | |
| Interfund Transfers In | 8900 - 8929 | \$ 449,412.71 | \$ 80,000.00 | | \$ 80,000.00 | \$ 80,000.00 | | |
| Interfund Transfers Out | 7600 - 7629 | \$ 9,450,671.48 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | |
| All Other Financing Sources | 8930 - 8979 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | |
| All Other Financing Uses | 7630 - 7699 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | |
| Contributions (Edit Values) | 8980 - 8999 | \$ -7,740,796.69 | \$ -17,137,420.00 | | \$ -17,137,420.00 | \$ -17,137,420.00 | | |
| Total Other Financing Sources/Uses | | \$ -16,742,055.46 | \$ -17,057,420.00 | | \$ -17,057,420.00 | \$ -17,057,420.00 | | |
| Net Increase (Decrease) in Fund Balance | | \$ 10,800,866.21 | \$ -10,818,325.03 | | \$ -21,607,465.85 | \$ -28,893,153.55 | | |
| Fund Balance | | | | | | | | |
| Beginning Fund Balance | 9791 | \$ 85,604,825.78 | \$ 96,405,691.99 | | \$ 85,587,366.94 | \$ 63,979,901.11 | | |
| Audit Adjustments | 9793 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | |
| Other Restatements | 9795 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | |

Note icon mean you can add notes (see paragraph 3.1.5 on p. 19) to object groups.

To see objects of a group click object group code to enter Object Detail screen (see Figure 4.13). Notice **Rules** column on this screen indicating you can apply rules (see chapters 3.2 on p.22 and 4.6 on p.67) to object.

Figure 4.13: Object Detail screen

Object Detail: (4000 - 4999) Books and Supplies

General Fund/County School Service Fund » Unrestricted Resources Only

Resource: 0000 - Unrestricted

Commands: Add Objects Save changes Go Back Help Reports: Excel PDF

| | Object Code | Historical 1 2009-10 | Base Year 2010-11 | Rules | Year 1 2011-12 | Year 2 2012-13 | Cash Flow | Notes | Del |
|---------------------------|--------------------|-------------------------|----------------------|-------|-------------------|-------------------|-----------|-------|-----|
| Textbooks and Materials | 4100 | \$ 278,671.46 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | | |
| Custom Object | 4110 | \$ 0.00 | \$ 143,050.00 | | \$ 143,050.00 | \$ 143,050.00 | | | |
| Books and Reference Mat's | 4200 | \$ 109,171.19 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | | |
| Custom Object | 4210 | \$ 0.00 | \$ 131,499.00 | | \$ 131,499.00 | \$ 131,499.00 | | | |
| Materials and Supplies | 4300 | \$ 2,473,120.11 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | | |
| Custom Object | 4310 | \$ 0.00 | \$ 2,414,628.00 | | \$ 2,414,628.00 | \$ 2,414,628.00 | | | |
| Custom Object | 4320 | \$ 0.00 | \$ 698,397.00 | | \$ 698,397.00 | \$ 698,397.00 | | | |
| Custom Object | 4352 | \$ 0.00 | \$ 19,014.00 | | \$ 19,014.00 | \$ 19,014.00 | | | |
| Custom Object | 4353 | \$ 0.00 | \$ 39,549.00 | | \$ 39,549.00 | \$ 39,549.00 | | | |
| Custom Object | 4370 | \$ 0.00 | \$ 272,155.00 | | \$ 272,155.00 | \$ 272,155.00 | | | |
| Custom Object | 4380 | \$ 0.00 | \$ 500.00 | | \$ 500.00 | \$ 500.00 | | | |
| Noncapitalized Equipment | 4400 | \$ 904,600.68 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | | |
| Custom Object | 4410 | \$ 0.00 | \$ 895,774.00 | | \$ 895,774.00 | \$ 895,774.00 | | | |
| Food | 4700 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | | | |
| Books and Supplies | 4000 - 4999 | \$ 3,765,563.44 | \$ 4,614,566.00 | | \$ 4,614,566.00 | \$ 4,614,566.00 | | | |

On the object detail screen you may:


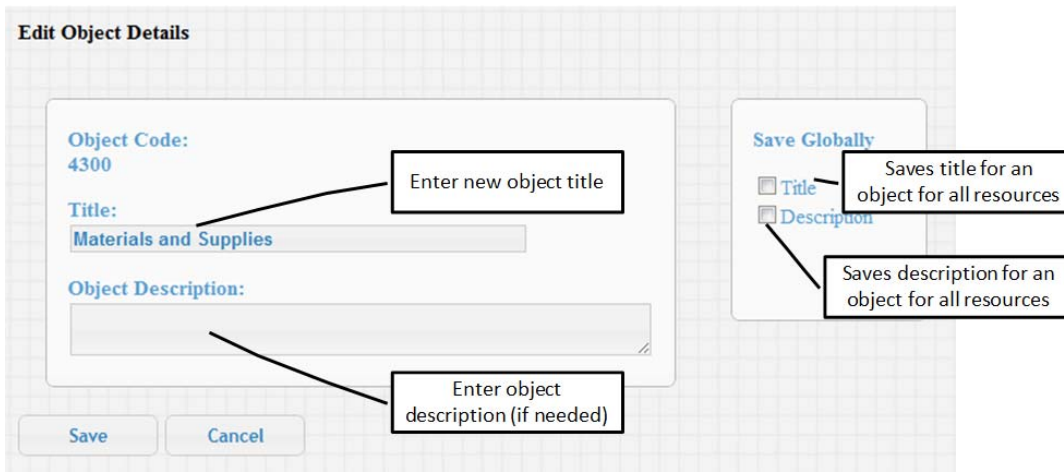
- Add object(s) you need using Add button in Menu Bar (see Figure 3.1 on p.15 and Table 4 on p. 18).
- Remove object(s) using  icon in every object line.
- Change objects values
- Apply rules (see chapters 3.2 on p.22 and 4.6 on p.67)
- Add notes (see paragraph 3.1.5 on p. 19)
- Rename object by clicking on its name and entering new name on the screen appeared (see Figure 4.14).

Figure 4.14: Edit Object Details screen



4.6 Projection Rules

4.6.1 Applying Rules

2. Rules

If you click on the **Rules** button in the upper left corner of the screen, Budget Explorer will display a screen similar to the one shown in Figure 4.15 below.

Buttons Bar and Menu Bar are described in paragraphs 3.1.2 (p.17) and 3.1.3 (p.18). The number of columns depends on your choice of years to forecast when you add a projection. On Figure 4.15 it was 2-year projection so there are 2 projected years (year 1 and year 2).

The default rules in BE are downloaded into new projections only once – at the time the projection is first created. If the default rules in BE are updated based on new information from SSC, the new rules will not automatically update existing rules within existing projections. Instead, rules within existing projections must be updated manually.

These projection rules listed in Figure 4.15 represent the “forces” that can be applied to base year amounts to control out-year behavior.

There are 2 icons in the **Note/Rule Mapping** column. First icon indicates if there is a note for the rule. Second icon is the link to see all objects, object groups and Revenue Limit lines this rule is applied to.

Double-click the rule to see **Edit Projection Rule** screen (see Figure 4.16).

Make any changes to values you feel necessary to adjust the rule.

Use **Note** field to include documentation (it is not obligatory).

Notice that you can add a note that will help you remember what your assumptions were at the time you set the rule values. Another way to enter notes for the projection rules is to click on the **Notes** icon to the right of any rule in the **Projection Rule** screen (see Figure 4.15 on p.68).
























































Notice that note icon  changes color when rule exists.

Figure 4.15: Projection Rules screen

Projection Rules

Overview

| Rule | Title | Base 2010-11 | Year 1 2011-12 | Year 2 2012-13 | Notes/Rule Mapping |
|-------------|--|-----------------|-------------------|-------------------|---|
| CertCOLA | Certificated COLA % | 0.00% | 0.00% | 0.00% |   |
| ClassCOLA | Classified COLA % | 0.00% | 0.00% | 0.00% |   |
| CertColumn% | Certificated Staff Column Increase % | 0.00% | 0.00% | 0.00% |   |
| CertStep% | Certificated Staff Step Increase % | 0.00% | 0.00% | 0.00% |   |
| ClassStep% | Classified Staff Step Increase % | 0.00% | 0.00% | 0.00% |   |
| CPI | California CPI (SSC) | 1.20% | 1.70% | 2.20% |   |
| LOT-Res | California Lottery Restricted (SSC) | \$17.50 | \$17.50 | \$17.20 |   |
| LOT-Unr | California Lottery Unrestricted (SSC) | \$112.50 | \$111.00 | \$110.00 |   |
| INT | Interest Rate Trend for 10 Year Treasuries (SSC) | 3.20% | 3.80% | 4.10% |   |
| NetCOLA | Net Funded Revenue Limit COLA (SSC) | 5.17000% | -0.36900% | 1.80000% |   |
| RLDef | Revenue Limit Deficit: K-12 (SSC) | 17.96300% | 19.60800% | 19.60800% |   |
| SpEdCOLA | Special Education COLA (SSC) | 0.00% | 0.00% | 1.80% |   |
| CatCOLA | State Categorical COLA (SSC) | 0.00% | 0.00% | 1.80% |   |
| StCOLA | Statutory COLA (SSC) | -0.39000% | 1.67000% | 1.80000% |   |
| HW% | Health & Welfare Benefit Increase | 0.00% | 0.00% | 0.00% |   |
| Tier I | Tier I Programs | 0.00% | 0.00% | 1.80% |   |
| TierII | Tier II Programs | 0.00% | 0.00% | 1.80% |   |
| TierIII | Tier III Programs | 0.00% | 0.00% | 1.80% |   |
| CustAmt | Custom Amount | \$0.00 | \$0.00 | \$0.00 |   |
| Cust% | Custom Percent | 0.00% | 0.00% | 0.00% |   |
| Cust1Amt | Custom One Time Amount | \$0.00 | \$0.00 | \$0.00 |   |
| Cust1% | Custom One Time Percent | 0.00% | 0.00% | 0.00% |   |
| ManInput | Manual Input | \$0.00 | \$0.00 | \$0.00 |   |
| PRO | Proportional | 0.00% | 0.00% | 0.00% |   |
| Zap | Zero Out | \$0.00 | \$0.00 | \$0.00 |   |
| Enr | Year-to-Year Change in Enrollment | 0.00% | 0.00% | 0.00% |   |
| RL-ADA | Year-to-Year Change in RL ADA | 0.00% | 0.00% | 0.00% |   |

Note icon indicates by color if there is a note for this rule

Click to see all objects affected by this rule

You may roll back to default values by clicking on **Reset to Default** button, or click **Cancel** to leave this screen without saving changes (see Figure 4.16).
If you want to save changes of the rule click on **Save** button (see Figure 4.16).

Figure 4.16: Edit Projection Rule screen

Edit Projection Rule

Rule: Tier I

Title: Tier I Programs

Prc:

| Base Yr 2010-11 | Year 1 2011-12 | Year 2 2012-13 |
|--------------------|-------------------|-------------------|
| 0.00 % | 0.00 % | 1.80 % |

For negative impact amounts use the minus sign (e.g. -1,000.00 or -1.12).
The value for the Base Year is displayed for information purposes only.

Notes:


Programs Affected:
6010 After School Education and Safety
7230 Home to School Transportation
Child Development
1300 K-3 Class Size Reduction

Save Cancel Reset to Default

In the list of rules there are four system rules (see paragraph 3.2.4 on p.31), so double click on these rules does not open **Edit Projection Rule** screen (see Figure 4.16) but opens corresponding screens to edit values (see Table 21).

Table 21: System rules and their calculation screens

| Rule | Screens for calculation |
|-----------|--|
| Enr | Enr/ADA/Staffing , Screen 1: Enrollment (see paragraph 4.7.1 on p. 71) |
| RL-ADA | Enr/ADA/Staffing , Screen 1: Enrollment (see paragraph 4.7.1 on p. 71) |
| TchrStfg | Enr/ADA/Staffing , Screen 2: Staffing (see paragraph 4.7.2 on p. 75) |
| SalFrcstr | Salary Forecaster (see chapter 4.8 on p. 80) |

Click on a dependency icon  (see Figure 4.15 on p.68) opens a screen similar to the one shown on Figure 4.17. On this screen there is a list of objects and/or Revenue Limit lines this rule is assigned to. Codes of object groups and resources are shown as well. All values of objects with the rule applied are shown for every year of forecasted period. As you can see on Figure 4.17 forecasting period of the projection is two years.

Note: sometimes you could find that values are different from those you expect to appear. The only reason is the influence of other rules assigned to the object, i.e. if there are several rules assigned to the object (read more about it in item 3.2.6.3 on p.38). On **Rule Mapping** screen you will see final result of **all** rules applied but not only of current rule. Table on Figure 4.17 shows values which are used in further calculations in the projection.

Figure 4.17: Rule Mapping screen

Certificated Staff Column Increase % (CertColumn%)
Is applied in Objects, Object Groups and Revenue Limit Lines:

| Resource | Object Group | Object / Revenue Limit | Base Yr 2010-11 | Year 1 2011-12 | Year 2 2012-13 |
|----------|---------------------------------|-------------------------------------|--------------------|-------------------|-------------------|
| 0000 | 1000-1999 Certificated Salaries | 1100 Certificated Teachers Salaries | 0.0000 | 0.0000 | 0.0000 |
| 0000 | 1000-1999 Certificated Salaries | 1110 Substitute Salaries | 160184.0000 | 160184.0000 | 160184.0000 |
| 0000 | 1000-1999 Certificated Salaries | 1120 Extra Duty Stipends | 0.0000 | 0.0000 | 0.0000 |
| 0000 | 1000-1999 Certificated Salaries | 1200 Cert. Pupil Support Salaries | 0.0000 | 0.0000 | 0.0000 |
| 0000 | 1000-1999 Certificated Salaries | 1300 Cert. Superv/Admin Salaries | 0.0000 | 0.0000 | 0.0000 |
| 0000 | 1000-1999 Certificated Salaries | 1900 Other Cert. Salaries | 0.0000 | 0.0000 | 0.0000 |
| 0001 | 1000-1999 Certificated Salaries | 1100 Certificated Teachers Salaries | 0.0000 | 0.0000 | 0.0000 |
| 0001 | 1000-1999 Certificated Salaries | 1110 Substitute Salaries | 0.0000 | 0.0000 | 0.0000 |
| 0001 | 1000-1999 Certificated Salaries | 1120 Extra Duty Stipends | 0.0000 | 0.0000 | 0.0000 |
| 0001 | 1000-1999 Certificated Salaries | 1200 Cert. Pupil Support Salaries | 0.0000 | 0.0000 | 0.0000 |
| 0001 | 1000-1999 Certificated Salaries | 1300 Cert. Superv/Admin Salaries | 0.0000 | 0.0000 | 0.0000 |
| 0001 | 1000-1999 Certificated Salaries | 1900 Other Cert. Salaries | 0.0000 | 0.0000 | 0.0000 |
| 1100 | 1000-1999 Certificated Salaries | 1100 Certificated Teachers Salaries | 0.0000 | 0.0000 | 0.0000 |
| 1100 | 1000-1999 Certificated Salaries | 1110 Substitute Salaries | 0.0000 | 0.0000 | 0.0000 |
| 1100 | 1000-1999 Certificated Salaries | 1120 Extra Duty Stipends | 0.0000 | 0.0000 | 0.0000 |
| 1100 | 1000-1999 Certificated Salaries | 1200 Cert. Pupil Support Salaries | 0.0000 | 0.0000 | 0.0000 |
| 1100 | 1000-1999 Certificated Salaries | 1300 Cert. Superv/Admin Salaries | 0.0000 | 0.0000 | 0.0000 |
| 1100 | 1000-1999 Certificated Salaries | 1900 Other Cert. Salaries | 0.0000 | 0.0000 | 0.0000 |
| 2001 | 1000-1999 Certificated Salaries | 1100 Certificated Teachers Salaries | 0.0000 | 0.0000 | 0.0000 |
| 2001 | 1000-1999 Certificated Salaries | 1110 Substitute Salaries | 0.0000 | 0.0000 | 0.0000 |
| 2001 | 1000-1999 Certificated Salaries | 1120 Extra Duty Stipends | 0.0000 | 0.0000 | 0.0000 |

Resource affected
by the rule

Object Group
affected by the rule

Object or Revenue
Limit line the rule is
assigned to

4.7 Enr/ADA/Staffing

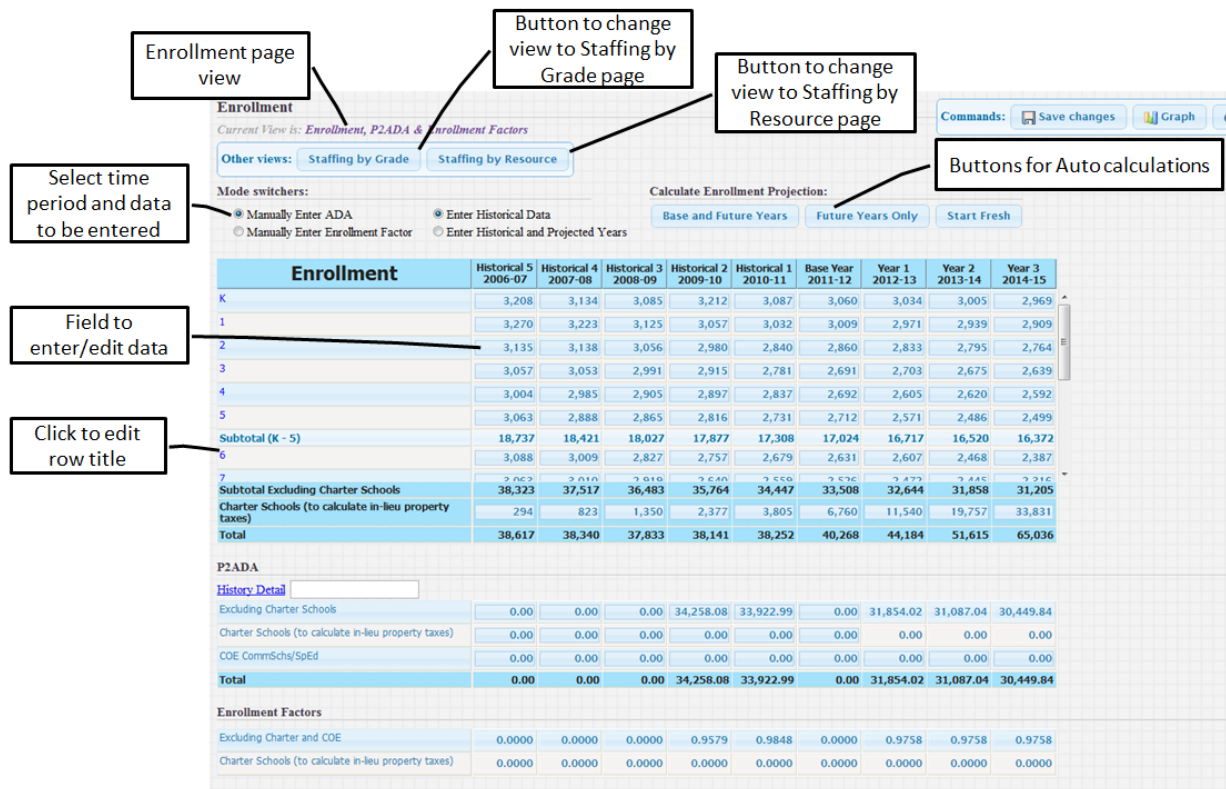
Careful estimations of projected enrollment are prerequisite to an accurate ADA projection. And, since school districts are funded on ADA, FCMAT cannot stress strongly enough the importance of accuracy with regard to the enrollment projections that underlie projected ADA counts. Similarly, enrollment populations are the primary driving force behind determining projected teacher populations. And, since certificated salaries represent the single largest expenditure category of any school district operating budget, it is again apparent that accurate enrollment projections are a fundamental prerequisite to ensuring precision for certificated salary forecasting.

4.7.1 View 1: Enrollment for Districts

Enr/ADA/Staffing tab in **Tab Bar** (see 3.1.2 on p.17) opens first page of **Enrollment/Staffing** screen (see Figure 4.18).

The same screen will be displayed if you click **Enr** rule or **RL-ADA** rule on **Projection Rules** screen (see Figure 4.15 on p.68).

Figure 4.18: Enrollment page of Enr/ADA/Staffing screen



This screen has three views:

- Page 1: Enrollment
- Page 2: Staffing by Grade
- Page 3: Staffing by Resource

Enrollment view is absent because this is current active page.

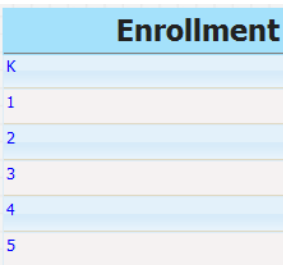
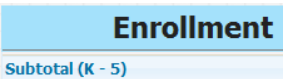
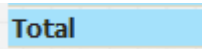
The Enrollment screen is comprised of 3 tables, as follows:

- Top – **Enrollment** Table
- Middle – **P2 ADA** Table
- Bottom – **Enrollment Factors** Table

There are several formats combined in the enrollment table (see Table 22).

Table 22: Formats of Enrollment Data

| Format | Appearance | Description |
|--------|------------|-------------|
|--------|------------|-------------|

| Format | Appearance | Description |
|-----------------|---|---|
| Grade-by-Grade |  | This format is particularly well suited for districts receiving Class Size Reduction (CSR) funding. This enrollment format allows the user to compute and/or adjust enrollment-to-ADA correlation factors and pupil:teacher ratios on a grade-by-grade basis. |
| J18-19 Format |  | This format conforms to the J18-19 report, and allows the user to review enrollment and ADA data by grade groupings which is particularly useful when tying your enrollment data out to the J18-19 report. |
| Lump Sum Format |  | Simplest of the three, the Lump Sum Format allows the user to see a single enrollment value for each year. |

At first user should select what data should be entered in these tables (other values will be calculated automatically). There are two sets of radio buttons; their combinations are described in Table 23.

User should select one of the options for every radio buttons group.

By default they are: 'Manually Enter ADA', 'Enter Historical Data', i.e. 1) Enrollment data for historical, base and future years, and 2) ADA for historical and base years could be entered manually (see Table 23).

If you change radio buttons combination some cells will become read-only, and some cells will be in edit mode.

Table 23: Radio buttons to define data entering

| | | Data type | |
|---------------------------------------|--|---|---|
| | | Radio buttons group | |
| | | a) Manually Enter ADA | b) Manually Enter Enrollment Factor |
| Time period Radio buttons group | 1.Enter Historical Data | 1-a) Enrollment data for historical, base and future years ADA for historical and base years | 1-b) Enrollment data for historical, base and future years Enrollment factors for historical years |
| | 2.Enter Historical and Projected Years | 2-a) Enrollment data and ADA for historical, base and | 2-b) Enrollment data and enrollment factors for historical, base and |

| | | | |
|--|--|--------------|--------------|
| | | future years | future years |
|--|--|--------------|--------------|

Examples of settings.

Case 1

If you select default settings (see Figure 4.19 below) you will be able to enter Enrollment data and ADA for historical years. Projected ADA and enrollment factors for all years are not editable. This case is described as 1-a in Table 23 above.

Figure 4.19: Enrollment options: case 1

Enrollment
Current View is: Enrollment, P2ADA & Enrollment Factors

Commands: Save ch

Other views: [Staffing by Grade](#) [Staffing by Resource](#)

Mode switchers:

- ☒ Manually Enter ADA
- ☒ Enter Historical Data
- ☐ Manually Enter Enrollment Factor
- ☐ Enter Historical and Projected Years

Calculate Enrollment Projection:

[Base and Future Years](#) [Future Years Only](#) [Start Fresh](#)

For these options ADA in edit mode for Historical data

| Enrollment | Historical 5 2006-07 | Historical 4 2007-08 | Historical 3 2008-09 | Historical 2 2009-10 | Historical 1 2010-11 | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|-------------------|-------------------|-------------------|
| K | 3,208 | 3,134 | 3,085 | 3,212 | 3,087 | 3,060 | 3,034 | 3,005 | 2,969 |
| 1 | 3,270 | 3,223 | 3,125 | 3,057 | 3,032 | 3,009 | 2,971 | 2,939 | 2,909 |
| 2 | 3,135 | 3,138 | 3,056 | 2,980 | 2,840 | 2,860 | 2,833 | 2,795 | 2,764 |
| 3 | 3,057 | 3,053 | 2,991 | 2,915 | 2,781 | 2,691 | 2,703 | 2,675 | 2,639 |
| 4 | 3,004 | 2,985 | 2,905 | 2,897 | 2,837 | 2,692 | 2,605 | 2,620 | 2,592 |
| 5 | 3,063 | 2,888 | 2,865 | 2,816 | 2,731 | 2,712 | 2,571 | 2,486 | 2,499 |
| Subtotal (K - 5) | 18,737 | 18,421 | 18,027 | 17,877 | 17,308 | 17,024 | 16,717 | 16,520 | 16,372 |
| 6 | 3,088 | 3,009 | 2,827 | 2,757 | 2,679 | 2,631 | 2,607 | 2,468 | 2,387 |
| 7 | 3,063 | 3,010 | 2,816 | 2,640 | 2,558 | 2,526 | 2,473 | 2,445 | 2,316 |
| Subtotal Excluding Charter Schools | 38,323 | 37,517 | 36,483 | 35,764 | 34,447 | 33,508 | 32,644 | 31,858 | 31,205 |
| Charter Schools (to calculate in-lieu property taxes) | 294 | 823 | 1,350 | 2,377 | 3,805 | 6,760 | 11,540 | 19,757 | 33,831 |
| Total | 38,617 | 38,340 | 37,833 | 38,141 | 38,252 | 40,268 | 44,184 | 51,615 | 65,036 |

P2ADA

[History Detail](#)

| | Historical 5 2006-07 | Historical 4 2007-08 | Historical 3 2008-09 | Historical 2 2009-10 | Historical 1 2010-11 | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|-------------------|-------------------|-------------------|
| Excluding Charter Schools | 0.00 | 0.00 | 0.00 | 34,258.08 | 33,922.99 | 0.00 | 31,854.02 | 31,087.04 | 30,449.84 |
| Charter Schools (to calculate in-lieu property taxes) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| COE CommSchs/SpEd | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 34,258.08 | 33,922.99 | 0.00 | 31,854.02 | 31,087.04 | 30,449.84 |

Enrollment factors in read only mode for all years

ADA in edit mode for historical years

ADA in read only mode for projected years

Enrollment Factors

| | Historical 5 2006-07 | Historical 4 2007-08 | Historical 3 2008-09 | Historical 2 2009-10 | Historical 1 2010-11 | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|-------------------|-------------------|-------------------|
| Excluding Charter and COE | 0.0000 | 0.0000 | 0.0000 | 0.9579 | 0.9848 | 0.0000 | 0.9758 | 0.9758 | 0.9758 |
| Charter Schools (to calculate in-lieu property taxes) | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

Case 2

With other options selected (see Figure 4.20 on p.74) you can not edit ADA though Enrollment factors for all years (both historical and projected) are in edit mode. This case is described as 2-b in Table 23 on p.72.

4.7.2 View 2: Staffing by Grade for Districts

Staffing by Grade button opens second view of Enr/ADA/Staffing.

The same screen will be displayed if you click **TchrStfg** rule on **Projection Rules** screen (see Figure 4.15 on p.68).

The **Staffing by Grade** and **Staffing by Resource** screens are mutually incompatible and should not be used simultaneously. Use the **Staffing by Grade** screen to enter teacher population data if the **Salary Forecaster** rule is not in use anywhere in the projection.

The following rules are recommended for resource 0000 object 1100:

- CertCOLA (Certificated COLA %)
- CertColumn% (Certificated Staff Column Increase %)
- CertStep% (Certificated Staff Step Increase %)
- TchrStfg (Year-to-Year Change in Teacher Staffing)

There are 3 options to enter staffing data:

- Calculate FTE from Base Year Values (see Figure 4.21)
A user has to enter Staffing FTE for the base year only. Projected years will be calculated automatically considering staffing ratios to be constant for all years within every grade, e.g. Staffing Ratio for grade 7 (see Figure 4.21) remains 30 for all years;
- Manually Enter Staffing Ratios (see Figure 4.22)
A user has to enter staffing ratios for base and projected years
- Manually Enter FTE (see Figure 4.23)
A user has to enter Staffing FTE for base and projected years

Figure 4.21: Staffing by grade page – 1st option

Enrollment

Current View is: *Staffing by Grade*

Other views: **Enrollment** Staffing by Resource

Staffing by Grade page view

Page message

⚠ Please note that the Salary Forecaster rule is inactive. Please use the Staffing by Grade screen exclusively to enter teacher population data. ②

Mode switchers: ☒ Calculate FTE from Base Year Values ☐ Manually Enter Staffing Ratios ☐ Manually Enter FTE [Start Fresh](#)

| Staffing FTE | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|--|----------------------|-------------------|-------------------|-------------------|
| K | 0.00 | 0.00 | 0.00 | 0.00 |
| 1 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (K - 5) | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (6 - 8) | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (9 - 12) | 0.00 | 0.00 | 0.00 | 0.00 |
| Ungraded Elementary | 0.00 | 0.00 | 0.00 | 0.00 |
| Ungraded Secondary | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal Excluding Charter Schools | 0.00 | 0.00 | 0.00 | 0.00 |
| Charter Schools (to calculate in-leu property taxes) | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 |

Enter Staffing FTE for Base year only

Staffing FTE in read only mode for projected years

| Staffing Ratios | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|-----------------|----------------------|-------------------|-------------------|-------------------|
| K | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 1 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 2 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 3 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 4 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

Staffing Ratios in read only mode for all years

Figure 4.22: Staffing by grade page – 2nd option

Mode switches: ☐ Calculate FTE from Base Year Values ☒ Manually Enter Staffing Ratios ☐ Manually Enter FTE

| Staffing FTE | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|--|----------------------|-------------------|-------------------|-------------------|
| K | 0.00 | 0.00 | 0.00 | 0.00 |
| 1 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (K - 5) | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (6 - 8) | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (9 - 12) | 0.00 | 0.00 | 0.00 | 0.00 |
| Ungraded Elementary | 0.00 | 0.00 | 0.00 | 0.00 |
| Ungraded Secondary | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal Excluding Charter Schools | 0.00 | 0.00 | 0.00 | 0.00 |
| Charter Schools (to calculate in-leu property taxes) | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 |

Staffing FTE in read only mode for all years

| Staffing Ratios | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|-----------------|----------------------|-------------------|-------------------|-------------------|
| K | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 1 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 2 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 3 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 4 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 5 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 6 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 7 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 8 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 9 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 10 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

Enter Staffing Ratios for all years

Figure 4.23: Staffing by grade page – 3rd option

Mode switches: ☐ Calculate FTE from Base Year Values ☐ Manually Enter Staffing Ratios ☒ Manually Enter FTE

| Staffing FTE | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|--|----------------------|-------------------|-------------------|-------------------|
| K | 0.00 | 0.00 | 0.00 | 0.00 |
| 1 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (K - 5) | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (6 - 8) | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal (9 - 12) | 0.00 | 0.00 | 0.00 | 0.00 |
| Ungraded Elementary | 0.00 | 0.00 | 0.00 | 0.00 |
| Ungraded Secondary | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal Excluding Charter Schools | 0.00 | 0.00 | 0.00 | 0.00 |
| Charter Schools (to calculate in-leu property taxes) | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 |

Enter Staffing FTE for all years

| Staffing Ratios | Base Year 2011-12 | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 |
|-----------------|----------------------|-------------------|-------------------|-------------------|
| K | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 1 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 2 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 3 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 4 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 5 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 6 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 7 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 8 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 9 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 10 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

Staffing Ratios in read only mode for all years

Notice that your choice changes screen appearance (different cells become editable depending on option selected). Use any of these three described option to enter data you need.

4.7.3 View 3: Staffing by Resource for Districts

Staffing by Resource button opens third view of Enr/ADA/Staffing screen (see Figure 4.27). This screen allows user to distribute salary between resources based on FTE. Ratio columns shows the percentage used to allocate salary to resources with FTE entered.

The **Staffing by Grade** and **Staffing by Resource** screens are mutually incompatible and should not be used simultaneously. Use the **Staffing by Resource** screen to enter teacher population data into those resources where the **Salary Forecaster** rule has been applied.

To enable resource for FTE entry apply **Salary Forecaster** rule for object **1100** in this resource.

Figure 4.24: Staffing by Resource

The screenshot shows the 'Staffing by Resource' page view. At the top, there's a tab bar with 'Enrollment', 'Staffing by Resource' (selected), and 'Staffing by Grade'. A message box states: 'Please note that the Salary Forecaster Rule has been applied in one or more resources. Consequently, please use the Staffing by Resource screen to enter teacher population data and the Salary Forecaster screen teacher salaries.' Below this is a table with columns for Resource Name, Object 1100 Salaries, Base Year (2011-12), Year 1 (2012-13), Year 2 (2013-14), and Year 3 (2014-15). Each year column has sub-columns for FTE, Retiree FTE, and Ratio. The table lists resources like '0000 - Unrestricted' and '1100 - Lottery: Unrestricted'. Annotations point to the 'Staffing by Resource' tab, the 'View Resources' dropdown (set to 'Unrestricted'), the message box, the '1100 - Lottery: Unrestricted' row, and the FTE input field for that row.

| Resource Name | Object 1100 Salaries | Base Year (2011-12) | | | Year 1 (2012-13) | | | Year 2 (2013-14) | | | Year 3 (2014-15) | | |
|---|----------------------|---------------------|-------------|-------|------------------|-------------|-------|------------------|-------------|-------|------------------|-------------|-------|
| | | FTE | Retiree FTE | Ratio | FTE | Retiree FTE | Ratio | FTE | Retiree FTE | Ratio | FTE | Retiree FTE | Ratio |
| Total Enrollment excluding Charter | | 33,508.00 | | | 32,644.00 | | | 31,858.00 | | | 31,205.00 | | |
| Total Unrestricted Resources | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Unrestricted and Restricted Resources | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | |
| Total Teacher Salaries (Object 1100 only) | \$84,599,952.00 | | | | | | | | | | | | |
| Projected FTE Requirements | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | |
| 0000 - Unrestricted | \$84,585,778.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |
| 1100 - Lottery: Unrestricted | \$14,174.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |

4.7.4 Form-A for County Office of Education

County Office of Education projections gave slightly different tab bar. Third tab is called **3: Form-A/Staff**. It opens Form-A (see Figure 4.25).

Figure 4.25: Form-A Tab for County Office of Education

Form-A / Staffing by Resource

Current View is: **Form-A**

Other views: 2: Staffing by Resource

Commands: Save Excel PDF Help

Form-A page view

| | Historical Year Revenue Limit ADA 2009-10 | Base Year ADA 2010-11 | Base Year RL ADA 2010-11 | Projected Year 1 ADA 2011-12 | Projected Year 1 RL ADA 2011-12 | Projected Year 2 ADA 2012-13 | Projected Year 2 RL ADA 2012-13 |
|--|--|--------------------------|-----------------------------|---------------------------------|------------------------------------|---------------------------------|------------------------------------|
| ELEMENTARY | | | | | | | |
| 1. County School Tuition Fund | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 2. Juvenile Halls, Homes, and Camps | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 3. County Group Home and Institution Pupils | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 4. Community School Pupils | | | | | | | |
| a. Probation (E.C. 1981[c][1][2]) | \$ 1.02 | \$ 0.31 | \$ 0.31 | \$ 0.31 | \$ 0.31 | \$ 0.31 | \$ 0.31 |
| b. Pupils expelled (E.C. 1981[c][3]) | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| c. Homeless (E.C. 1981[d]) | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 5. Opportunity Schools and Full-day Opportunity Classes | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 6. Cal-SAFE County Classroom | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 7. Community Day Schools | \$ 131.17 | \$ 70.95 | \$ 70.95 | \$ 70.95 | \$ 70.95 | \$ 70.95 | \$ 70.95 |
| 8. TOTAL, ELEMENTARY | \$ 132.19 | \$ 71.26 | \$ 71.26 | \$ 71.26 | \$ 71.26 | \$ 71.26 | \$ 71.26 |
| HIGH SCHOOL | | | | | | | |
| 9. County School Tuition Fund | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 10. Juvenile Halls, Homes, and Camps | \$ 3,572.24 | \$ 3,077.65 | \$ 3,061.10 | \$ 2,963.93 | \$ 2,963.93 | \$ 2,963.93 | \$ 2,963.93 |
| 11. County Group Home and Institution Pupils | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 12. Community School Pupils | | | | | | | |
| a. Probation (E.C. 1981[c][1][2]) | \$ 75.38 | \$ 23.35 | \$ 23.35 | \$ 23.35 | \$ 23.35 | \$ 23.35 | \$ 23.35 |
| b. Pupils expelled (E.C. 1981[c][3]) | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| c. Homeless (E.C. 1981[d]) | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 13. Opportunity Schools and Full-day Opportunity Classes | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 14. Cal-SAFE County Classroom | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |

User may change historical and/or base year values in projection. Some changes will update correspondent values in Revenue Limit sub-screens and then Revenue Limit screen will be recalculated as well.

Attention! Read about Revenue Limit updating rules in paragraph 4.9.2.

4.7.5 Staffing by Resource for County Office of Education

This screen looks the same as for Districts (see paragraph 4.7.3 on p.78). The only difference is its color scheme.

Figure 4.26: Staffing by Resource Tab for County Office of Education

Enrollment

Current View is: **Staffing by Resource**

Other views: 1: Form-A

View Resources: ☒ Unrestricted ☐ Restricted

Staffing by Resource page view

Select Unrestricted or Restricted Resources to view

Page message

Please note that the Salary Forecaster rule is inactive. Please adjust rules for Certificated Salaries.

| Resource Name | Object 1100 Salaries | Base Year (2010-11) | | | Year 1 (2011-12) | | | Year 2 (2012-13) | | |
|---|----------------------|---------------------|-------------|-------|------------------|-------------|-------|------------------|-------------|-------|
| | | FTE | Retiree FTE | Ratio | FTE | Retiree FTE | Ratio | FTE | Retiree FTE | Ratio |
| Total Enrollment excluding Charter | | 7,110.00 | | | 7,783.00 | | | 8,747.00 | | |
| Total Unrestricted Resources | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Unrestricted and Restricted Resources | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | |
| Total Teacher Salaries (Object 1100 only) | \$0.00 | | | | | | | | | |
| Projected FTE Requirements | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | |
| 0000 - Unrestricted | \$0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% |
| 0001 - FCMAJ ADJUSTMENTS - Unrestricted | \$0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% |
| 1100 - Lottery Unrestricted | \$0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% |

Apply SalFrstr rule in resource for Object 1100 to enable entry

Enter FTE for resources to distribute salary

4.8 Salary Forecaster

The **Salary Forecaster** is designed specifically to forecast regular teacher salaries, since teachers typically comprise the largest staffing population of all employee groups within a school district.

For salary forecasting, it is recommended using the Staffing by Resource and Salary Forecaster functionality with the following resources:

1. 0000 -- Unrestricted (because of the size of the 1100 expenditures within);
2. 6500 -- Special Education (because 1100's here may also be large).

Also consider using functionality for:

- any other resource within which the 1100 expenditure amount is materially significant;
- any resource where sharp declines or increases in the teacher population is anticipated as a result of program changes, attrition, substantial changes in student enrollment, or teacher retirement.

For other resources where there is NOT a materially significant 1100 Certificated Salaries expenditure amount, you might consider the simplest and quickest forecasting route which would be to use the following combination of projection rules:

CertCOLA (Certificated COLA %)
 CertColumn% (Certificated Staff Column Increase %)
 CertStep% (Certificated Staff Step Increase %)
 TchrStfg (Year-to-Year Change in Teacher Staffing).

Salary Forecaster tab in **Tab Bar** (see 3.1.2 on p.17) will open Unrestricted Resources view of Salary Forecaster screen (see Figure 4.27).

The same screen will be displayed if you click **SalFrcstr** rule on **Projection Rules** screen (see Figure 4.15 on p.68).

Salary Forecaster screen has 5 sections:

- **Base Year Teacher Salary distribution**
 Amounts are taken from Restricted or Unrestricted resources from Object 1100 (depending on active Tab).
- **Teacher Salary Data.**
 Base Year Total Tchr. Salaries is total of Base Year of Object 1100 of Unrestricted/Restricted resources with Salary Forecaster rule.
 Base Year FTE is total FTE for Unrestricted/Restricted resources from Total Staffing FTE of Staffing by Resource screen.
 Total Base Year Unrestricted and Restricted FTE is total FTE for Unrestricted and Restricted resources from Total Staffing FTE of Staffing by Resource screen.
 Average values of Retiree, Layoff and New Hire salaries should be entered manually.

- Step and Column data.
It allows the user to account for step and column increases on the district's certificated salary schedule.
- Projected Certificated Salaries calculation.
To calculate Total Salaries for projected period enter Retiree FTE and Layoff FTE
- Projected Salary Distribution
Shows how projected salaries will be distributed between resources according to values on Staffing by Resource screen

Figure 4.27: Salary Forecaster screen

Salary Forecaster
Current View is: *Unrestricted*

Other views: **Restricted** | Unrestricted Cost Of 1% | Restricted Cost Of 1% | Combined Cost Of 1%

Commands: Save changes | Help

Unrestricted Resources page view

Buttons to change page view

FTE total for Unrestricted resources

Base year Unrestricted Teacher Salary

| Resource | Salary | Ratio |
|---------------|-----------------|--------|
| Resource 0000 | \$84,585,778.00 | 99.98% |
| Resource 1100 | \$14,174.00 | 0.02% |

Teacher Salary Data

| | |
|---|-----------------|
| Base Year Total Tchr. Salaries | \$84,599,952.00 |
| Base Year FTE | 1000.00 |
| Avg. Tchr. Salary | \$84,599.95 |
| Total Base Year Unrestricted and Restricted FTE | 1000.00 |
| Avg. Retiree Salary | \$ 0.00 |
| Avg. New Hire/Layoff Salary | \$ 0.00 |

Step and Column Data

FTE Receiving a:

| | | Avg. Value |
|---------------------|-----------------------------------|-------------------------------------|
| Step Increase FTE | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> % |
| Column Increase FTE | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> % |

Notes:

FTE total for Unrestricted and Restricted resources

Salary Forecaster Data

| Title | Base Year (2011-12) | | Year 1 (2012-13) | | Year 2 (2013-14) | | Year 3 (2014-15) | |
|------------------------------|---------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| | # | \$ | # | \$ | # | \$ | # | \$ |
| Starting Salaries | | \$ | | \$84,599,952.00 | | \$84,599,952.00 | | \$84,599,952.00 |
| Starting FTE | N/A | \$ | 1,000.00 | \$ | 974.22 | \$ | 950.77 | \$ |
| Retiree FTE | N/A | \$ | 25.78 | \$0.00 | 23.45 | \$0.00 | 19.49 | \$0.00 |
| New Hire/Layoff FTE Res 0000 | N/A | \$ | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 |
| New Hire/Layoff FTE Res 1100 | N/A | \$ | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 |
| Step Cost | | \$ | | \$0.00 | | \$0.00 | | \$0.00 |
| Column Cost | | \$ | | \$0.00 | | \$0.00 | | \$0.00 |
| Ending FTE | 1,000.00 | \$ | 974.22 | \$ | 950.77 | \$ | 931.28 | \$ |
| Subtotal | | \$84,599,952.00 | | \$84,599,952.00 | | \$84,599,952.00 | | \$84,599,952.00 |
| Tchr Sal Increase | % N/A | \$ | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 |
| Yr. End Avg Salaries | \$84,599.95 | \$ | \$86,838.65 | \$ | \$88,980.46 | \$ | \$90,842.66 | \$ |
| Yr. End Total Salaries | | \$84,599,952.00 | | \$84,599,952.00 | | \$84,599,952.00 | | \$84,599,952.00 |

Salary Component by FTE Ratio

| Title | Rule | Year 1 (2012-13) | | Year 2 (2013-14) | | Year 3 (2014-15) | |
|------------------------------|----------------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| | | FTE Ratio | Salary Ratio | FTE Ratio | Salary Ratio | FTE Ratio | Salary Ratio |
| 0000 - Unrestricted | <i>f_s</i> | 60.0000% | \$50,759,971.20 | 60.0000% | \$50,759,971.20 | 60.0000% | \$50,759,971.20 |
| 1100 - Lottery: Unrestricted | <i>f_s</i> | 40.0002% | \$33,840,150.00 | 40.0002% | \$33,840,150.00 | 39.9998% | \$33,839,811.60 |

FTE Ratio from Staffing by Resource screen

After entering a few required input fields, the Budget Explorer Salary Forecaster screen will calculate projected certificated salaries. These values (Yr.End Total Salaries) will update corresponding years for specified Resources for Object 1100.

4.8.1 Cost of 1% screen (Unrestricted, Restricted, Combined)

This screen calculates 1% of the sum according to object ranges (see Figure 4.28). User may change object range(s) used for calculation by clicking current range to open Edit

range screen (see Figure 4.31). These ranges can be modified per each screen: Unrestricted, Restricted, and Combined.

Figure 4.28: Cost of 1% screen

Salary Forecaster

Current View is: *Unrestricted Cost of 1%*

Other views: **Unrestricted** **Restricted** **Restricted Cost Of 1%** **Combined Cost Of 1%**

| Description | Object Group | Base Year (2011-12) | Year 1 (2012-13) | Year 2 (2013-14) | Year 3 (2014-15) |
|--------------------------------|------------------------|---------------------|------------------|------------------|------------------|
| Unrestricted Teachers | | | | | |
| Salaries | 1100, 1200, 1900 | 86,840,332.00 | 86,840,501.20 | 86,840,501.20 | 86,840,162.80 |
| Benefits | 3000-3999 | 48,415,210.00 | 47,911,238.44 | 47,911,238.44 | 47,911,182.81 |
| Total | | 135,255,542.00 | 134,751,739.64 | 134,751,739.64 | 134,751,345.61 |
| Cost of 1% | | 1,352,555.42 | 1,347,517.40 | 1,347,517.40 | 1,347,513.46 |
| Certificated Management | | | | | |
| Salaries | 1300 | 7,887,765.00 | 7,887,765.00 | 7,887,765.00 | 7,887,765.00 |
| Benefits | 3000-3999 | 48,415,210.00 | 47,911,238.44 | 47,911,238.44 | 47,911,182.81 |
| Total | | 56,302,975.00 | 55,799,003.44 | 55,799,003.44 | 55,798,947.81 |
| Cost of 1% | | 563,029.75 | 557,990.03 | 557,990.03 | 557,989.48 |
| Classified Staff | | | | | |
| Salaries | 2100, 2200, 2400, 2900 | 22,415,030.00 | 22,415,030.00 | 22,415,030.00 | 22,415,030.00 |
| Benefits | 3000-3999 | 48,415,210.00 | 47,911,238.44 | 47,911,238.44 | 47,911,182.81 |
| Total | | 70,830,240.00 | 70,326,268.44 | 70,326,268.44 | 70,326,212.81 |
| Cost of 1% | | 708,302.40 | 703,262.68 | 703,262.68 | 703,262.13 |
| Classified Management | | | | | |
| Salaries | 2300 | 3,374,074.00 | 3,374,074.00 | 3,374,074.00 | 3,374,074.00 |
| Benefits | 3000-3999 | 48,415,210.00 | 47,911,238.44 | 47,911,238.44 | 47,911,182.81 |
| Total | | 51,789,284.00 | 51,285,312.44 | 51,285,312.44 | 51,285,256.81 |
| Cost of 1% | | 517,892.84 | 512,853.12 | 512,853.12 | 512,852.57 |

Click to change range(s)

Figure 4.29: Edit range screen

Edit Salary Forecaster Object Range for "Classified Management (Benefits)"

Range:

Range: 3000 - 3999 (Example: 3100-3199,3200,3300-3399)

4.9 Revenue Limit

4.9.1 Revenue Limit for Districts

The **Revenue Limit** calculation screen is designed to be very easy-to-use, and yet extremely accurate. After the current year base revenue limit per ADA amount is

calculated, Budget Explorer allows the user to enter add-ons and deducts that are all subject to the deficit. State aid and local sources portions are calculated, and the user then adds supplementals. Finally, Budget Explorer allows the user to account for restricted revenue limit sources separately from unrestricted, providing a very accurate picture of base and projected year revenue limit income.

Attention! Revenue Limit is active in Fund 1 projections, in projections created for all other funds Revenue Limit is zeroed out.

Revenue Limit tab (see 3.1.2 on p.17) opens Revenue Limit screen (see Figure 4.30).

Figure 4.30: Revenue Limit screen for Districts

| Title | Base 2011-12 | Rules | Year 1 2012-13 | Year 2 2013-14 | Year 3 2014-15 | Note |
|--|-------------------|-------|-------------------|-------------------|-------------------|------|
| 1. Base Revenue Limit Per ADA | | | | | | |
| a. State Avg Base RL Per ADA (Prior Yr) | \$ 6,392.00 | | \$ 6,535.00 | \$ 6,744.00 | \$ 6,926.00 | |
| b. Base RL per ADA (Prior Yr) | \$ 6,386.34 | | \$ 6,529.34 | \$ 6,732.34 | \$ 6,921.34 | |
| 2. Inflation Increase | \$ 143.00 | | \$ 203.00 | \$ 189.00 | \$ 208.00 | |
| 3. All Other Adjustments | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 4. TOTAL BASE REVENUE LIMIT PER ADA | \$ 6,529.34 | | \$ 6,732.34 | \$ 6,921.34 | \$ 7,129.34 | |
| Revenue Limit Subject To Deficit | | | | | | |
| 5. Total Base Revenue Limit | | | | | | |
| a. Base Revenue Limit Per ADA (Line 4) | \$ 6,529.34 | | \$ 6,732.34 | \$ 6,921.34 | \$ 7,129.34 | |
| b. Prior Yr. Per ADA | 33,922.99 | | 0.00 | 31,854.02 | 31,087.04 | |
| i. Prior Yr. ADA Adjustment | 0.00 | | 0.00 | 0.00 | 0.00 | |
| k. Net Prior Yr. Revenue Limit ADA | 33,922.99 | | 0.00 | 31,854.02 | 31,087.04 | |
| c. Current Yr. RL ADA (excluding Charter ADA) | 0.00 | | 31,854.02 | 31,087.04 | 30,449.84 | |
| d. ADA Used for Revenue Limit | 33,922.99 | | 31,854.02 | 31,854.02 | 31,087.04 | |
| i. Current Yr. Charter Schl. ADA | 0.00 | | 0.00 | 0.00 | 0.00 | |
| ii. Deduct: Necessary Small Schools ADA | 0.00 | | 0.00 | 0.00 | 0.00 | |
| iii. COE CommsSchs/SpEd | 0.00 | | 0.00 | 0.00 | 0.00 | |
| e. ADA used for Revenue Limit | 33,922.99 | | 31,854.02 | 31,854.02 | 31,087.04 | |
| f. Total Base Revenue Limit | \$ 221,494,735.53 | | \$ 214,452,093.01 | \$ 220,472,502.79 | \$ 221,630,077.75 | |
| 6. Allowance for Necessary Small Schools | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 7. Gain or Loss from Interdistrict Attendance Agreements | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 8. Meals for Needy Pupils | \$ 1,064,880.00 | | \$ 1,064,880.00 | \$ 1,064,880.00 | \$ 1,064,880.00 | |
| 9. Special Revenue Limit Adjustments | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 10. One-time Equalization Adjustments | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 11. Miscellaneous Revenue Limit Adjustments | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 12. Less: All Charter District Revenue Limit Adjustments | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 13. Beginning Teacher Salary Incentive Funding | \$ 278,818.00 | | \$ 278,818.00 | \$ 278,818.00 | \$ 278,818.00 | |

Notice that on this screen there are many underlined row headers so screen tips are available (see more about screen tips in paragraph 3.1.6 on p.21 and Figure 3.7 on p.22).

There are dependencies between Objects and Revenue Limit rows.

Revenue Limit line 21. Less: PERS Reduction is updated from Resource 0000 Object 8092.

Revenue Limit line 25. Property Taxes is updated from total of Objects 8020-8046 Resource 0000.

Revenue Limit line 27. Property Taxes Transfers is updated from Resource 0000 Object 8097.

Revenue Limit line 28. Community Redevelopment Fund is updated from Resource 0000 Object 8047.

Revenue Limit line 43. Total State Aid Portion of Revenue Limit must agree with Resource 0000 Object 8011.

Revenue Limit line 49. Total Restricted Revenue Limit Sources is updated from total of Restricted Resources Objects 8090-8099 except 8092, 8096, 8097.

Revenue Limit line 50. Revenue Limit State Aid - Prior Year is updated from Resource 0000 Object 8019.

Projected Years of Resource 0000 Object 8096 (Transfers to Charter Schools In-Lieu of Property Taxes) gets its values from line 29 (Less: Charter Schools In-lieu Taxes) on the Tab Revenue Limit screen. Therefore, in order to change the values displayed by object 8096, you must make the changes that will impact the amounts calculated on RL screen line 29. Please note that projected charter schools in-lieu taxes will not calculate on line 29 until you have entered projected charter school ADA within the "Charter Schools" row of the Tab Enr/ADA/Staffing screen. The amounts calculated by line 29 automatically flow to Resource 0000 Object 8096.

Note: Base Year in Object 8096 must be negative.

4.9.2 Revenue Limit for County Offices of Education

Revenue Limit for County Offices of Education looks similar to the one for Districts. The main difference is links to sub-screens (see Figure 4.31 on p.85).

Some lines have additional information about formulas used for calculations or lines been updated with this amounts.

Figure 4.31: Revenue Limit screen for County Offices of Education

Revenue Limit County

Overview

Commands: Save changes

Page message

13. PERS Reduction [E.C. 2558.6]: Line 13 must agree with objects 8092 and 3801+3802!

| | Description | Principal Appt. Software Data ID | Base 2010-11 | Year 1 2011-12 | Year 2 2012-13 | Note |
|-----|--|----------------------------------|-------------------|-------------------|-------------------|------|
| | REVENUE LIMIT SUBJECT TO DEFICIT | | | | | |
| 1. | Total Special Schools and Classes (Sum Lines 1 through 5) | 3244 | \$ 32,196,318.63 | \$ 31,702,870.56 | \$ 32,273,530.86 | |
| 2. | Direct Services | 3006 | \$ 189,136.00 | \$ 192,110.00 | \$ 195,568.00 | |
| 3. | Other County School Service Fund Operations | 3010 | \$ 53,573,624.02 | \$ 54,214,735.80 | \$ 55,190,601.04 | |
| 4. | Minimum Teacher Salary Adjustment | 3013 | \$ 19,789.00 | \$ 19,590.00 | \$ 19,958.00 | |
| 5. | Teachers' Retirement Board | 3015 | \$ 284,919.00 | \$ 289,677.00 | \$ 294,891.00 | |
| 6. | Community Day School | 3103 | \$ 23,634,538.29 | \$ 24,012,468.14 | \$ 24,444,688.01 | |
| 7. | Beginning Teacher Salary Incentive Funding [E.C. 45023.1, 45023.4] | 3085 | \$ 390,347.30 | \$ 397,461.67 | \$ 402,062.47 | |
| 8. | TOTAL REVENUE LIMIT | 3018 | \$ 110,288,672.24 | \$ 110,828,913.17 | \$ 112,821,299.38 | |
| | DEFICIT CALCULATION | | | | | |
| 9. | Deficit Factor | 3019 | 0.18250 | 0.19892 | 0.19892 | |
| 10. | TOTAL FUNDING AFTER DEFICIT FACTOR (Line 8 times (1-Line 9)) | 3020 | \$ 90,160,989.56 | \$ 88,782,825.76 | \$ 90,378,886.51 | |
| | OTHER REVENUE LIMIT ITEMS | | | | | |
| 11. | Revenue Limit for Handicapped Adults [E.C. 14051.1, 14051.2, 14051.3, 14051.4, 14051.5, 14051.6, 14051.7, 14051.8, 14051.9, 14051.10, 14051.11, 14051.12, 14051.13, 14051.14, 14051.15, 14051.16, 14051.17, 14051.18, 14051.19, 14051.20, 14051.21, 14051.22, 14051.23, 14051.24, 14051.25, 14051.26, 14051.27, 14051.28, 14051.29, 14051.30, 14051.31, 14051.32, 14051.33, 14051.34, 14051.35, 14051.36, 14051.37, 14051.38, 14051.39, 14051.40, 14051.41, 14051.42, 14051.43, 14051.44, 14051.45, 14051.46, 14051.47, 14051.48, 14051.49, 14051.50, 14051.51, 14051.52, 14051.53, 14051.54, 14051.55, 14051.56, 14051.57, 14051.58, 14051.59, 14051.60, 14051.61, 14051.62, 14051.63, 14051.64, 14051.65, 14051.66, 14051.67, 14051.68, 14051.69, 14051.70, 14051.71, 14051.72, 14051.73, 14051.74, 14051.75, 14051.76, 14051.77, 14051.78, 14051.79, 14051.80, 14051.81, 14051.82, 14051.83, 14051.84, 14051.85, 14051.86, 14051.87, 14051.88, 14051.89, 14051.90, 14051.91, 14051.92, 14051.93, 14051.94, 14051.95, 14051.96, 14051.97, 14051.98, 14051.99, 14051.100] | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 12. | Unemployment Insurance Increases | | \$ 1,817,157.00 | \$ 1,817,157.00 | \$ 1,817,157.00 | |
| 13. | PERS Reduction [E.C. 2558.6] (must agree with objects 8092 and 3801-3802) | 3098 | \$ -478,300.98 | \$ -478,300.98 | \$ -478,300.98 | |
| 14. | TOTAL ADJUSTED REVENUE LIMIT (Lines 10 + 11 + 12 - 13) | 3027 | \$ 91,499,845.58 | \$ 90,121,681.78 | \$ 91,717,742.53 | |
| | STATE AID PORTION OF REVENUE LIMIT FOR NON-SPECIAL EDUCATION PROGRAMS | | | | | |
| 15. | Property Taxes other than Special Education | 3067 | \$ 41,567,293.00 | \$ 41,567,293.00 | \$ 41,567,293.00 | |
| 16. | Receipts from County Board of Supervisors (must agree with 8070) | 3029 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 17. | Federal Categorical Aid Other than Special Education | 3030 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| 18. | Total Other Revenue (Line 15 + 16 + 17) | 3031 | \$ 41,567,293.00 | \$ 41,567,293.00 | \$ 41,567,293.00 | |
| 19. | Total State-Aid Portion of Revenue Limit for Non-Special Education Programs (Line 14 - 18) | 3032 | \$ 49,932,552.58 | \$ 48,554,388.78 | \$ 50,150,449.53 | |
| 20. | County School Tuition (Out-of-State) [E.C. 2005 and 2554] | 3033 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |

Some lines have sub-screens. Principal Appt. Software Data ID of such lines are links to their sub-screens.

ATTENTION: When projection is created Revenue Limit screen takes values from the SACS data file. Sub-screens have no influence on main screen values of Revenue Limit.

If user change or save data on sub-screen then this sub-screen is set as linked to the proper line of the main screen. Since that time all changes of this sub-screen will start recalculation of Revenue Limit. It means that sub-screen will be recalculated; its values will update parent line of the main Revenue Limit screen and dependent objects in dependable resource(s).

There are dependencies between Objects and County Revenue Limit rows.

Amount of Revenue Limit line 1 (3217) transfers to either Resource 2400/2410/2420 Object 8091 only if there is no data in detail screen.

If detail screen calculation for 3217 is present amount from line A-5 (3202) from 3217 detail screen transfers to Resource 2410/2400 Object 8091.

If detail screen calculation for 3217 is present total amount from lines A-14 (3212) and A-18 (3216) transfers to Resource 2420/2400 Object.

Amount from Revenue Limit line 25 (3045) transfers to Resource 2420/2400 Object 8091.

Revenue Limit line 13 (3098) must agree with Objects 8092 and 3801-3802.
 Revenue Limit line 16 (3029) must agree with Object 8070.
 Amount from Revenue Limit line 28 transfers to Object 8011 of Resource 0000.

4.10 Cash Flow

4.10.1 Cash Flow

The **Cash Flow** module is a fully integrated component of Budget Explorer. The following information illustrates the direct interaction and data sharing that occurs between Budget Explorer and the cash flow module.

- The base year and number of projected years included in your projection are exactly equal to the number of years of cash flow data that the cash flow module will display for you. For example, if your projection is for the current year plus two projected years, then the cash flow module will similarly reflect the base year plus two projected years.
- When viewing the Cash Flow Overview screen, the data displayed for the base year precisely matches the base year data displayed by the Combined Resource Summary from the Navigation Tree (see . Specifically, depending upon how many years your projection reflects, the following will hold true:
 - Combined Resource Summary Base Year = Cash Flow Base Year
 - Combined Resource Summary Proj Year 1 = Cash Flow Proj Year 1
 - Combined Resource Summary Proj Year 2 = Cash Flow Proj Year 2
 - Combined Resource Summary Proj Year 3 = Cash Flow Proj Year 3
 - Combined Resource Summary Proj Year 4 = Cash Flow Proj Year 4
 - Combined Resource Summary Proj Year 5 = Cash Flow Proj Year 5

Pacific Coastal Unified School District: Pacific Coastal \$2 Million in Cuts DDeal (Base Year: 2011-2012) ¹²

1. Home 2. Rules 3. Enr/ADA/Staffing 4. Salary Forecaster 5. Revenue Limit 6. Cash F

General Fund/County School Service Fund » Unrestricted and Restricted Resources

Revenues, Expenditures, and Changes in the Fund Balance

| | Object Code | Base Year 2011-12 | Rules |
|--|-------------|----------------------|-------|
| Revenues | | | |
| Revenue Limit Sources | 8010 - 8099 | \$ 129,005,378.79 | \$ 1 |
| Federal Revenues | 8100 - 8299 | \$ 20,560,819.32 | \$ |
| Other State Revenues | 8300 - 8599 | \$ 41,899,767.77 | \$ |
| Other Local Revenues | 8600 - 8799 | \$ 15,968,447.00 | \$ |
| Total Revenues | | \$ 207,434,412.88 | \$ 2 |
| Expenditures | | | |
| Certificated Salaries | 1000 - 1999 | \$ 97,371,416.00 | \$ |
| Classified Salaries | 2000 - 2999 | \$ 30,409,122.00 | \$ |
| Employee Benefits | 3000 - 3999 | \$ 44,432,239.00 | \$ |
| Books and Supplies | 4000 - 4999 | \$ 7,810,509.47 | \$ |
| Services and Other Operating | 5000 - 5999 | \$ 26,589,838.82 | \$ |
| Capital Outlay | 6000 - 6900 | \$ 220,413.00 | \$ |
| Other Outgo | 7000 - 7299 | \$ 4,254,256.00 | \$ |
| Direct Support/Indirect Cost | 7300 - 7399 | \$ -538,723.00 | \$ |
| Debt Service | 7430 - 7439 | \$ 99,000.00 | \$ |
| Total Expenditures | | \$ 210,648,071.29 | \$ 2 |
| Excess (Deficiency) of Revenues Over Expenditures | | \$ -3,213,658.41 | \$ |

All values in Cash Flow are projected by default using standard distribution for each Object-Resource. Below are specifics about Cash Flow:

- Revenue data is broken down by individual resource and object.
- Object 8011 Revenue Limit funding is automatically distributed by month in accordance with the rules set forth by the applicable schedule (A, B, C, or D).
- All Revenue Limit deferrals are automatically calculated in accordance with the latest information relative to state budget and revenue limit apportionment.
- Expenditure data is broken down by major object range (1000's, 2000's, etc.)
- A lookup is performed for each and every object creating a default cash flow distribution based upon unique "resource/object" combinations. These distributions are based upon valid resource and object combinations tied to unique cash flow characteristics associated with that particular federal or state funding resource.

Cash Flow tab opens Cash Flow overview screen (see Figure 4.32).

Figure 4.32: Cash Flow Overview screen

Cash Flow

Overview

You are working in Detailed Data Input Mode. Switch to [Aggregate Data Input Mode?](#)

Create new cash flow

Year tab

Click to reset projected or actual amounts to zero

Upload actuals to cash flow

Create

2011 - 12

2012 - 13

2013 - 14

2014 - 15

Reset Values to Zero

Commands:

Upload Actuals

Save changes

Help

Fix Variances

Schedule Review

Applied Schedules

Excel

Click on the pencil to edit values by month

Create Excel report for the current page

Actual amount

Projected amount

Click on the cell to edit value

Click on the link to edit values by object group

Remove object from GL

Add object to GL

| Name | Object Code | Budget | Jul Actual | Aug Projected | Sep Projected | Oct Projected | Nov Projected | Dec Projected | Jan Projected | Feb Projected | Mar Projected |
|----------------------------------|-------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | | 10,300,000.00 | 81,424,002 | -12,840,275.21 | -18,583,720.20 | -38,471,902.65 | -38,447,852.34 | | | -839,906.52 |
| Receipts | | | | | | | | | | | |
| Revenue Limit Sources | 8010-8099 | 169,920,297.37 | 1,566,277.60 | 1,424,548.00 | | | 12,167,948.08 | 26,527,059.38 | 34,547,700.30 | 497,525.15 | -248,023.55 |
| Federal Revenues | 8100-8299 | 34,013,836.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,710,856.55 | 873,633.84 | 186,574.30 | 7,900,881.40 | 1,517,101.25 |
| Other State Revenues | 8300-8599 | 77,315,661.00 | 1,323,740.60 | 1,323,740.60 | | | 7,934,946.55 | 4,457,695.95 | 11,109,342.51 | 4,730,233.80 | 4,786,661.09 |
| Other Local Revenues | 8600-8799 | 5,869,541.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 1,237,567.50 | 0.00 |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Receipts | | \$ 287,119,335.37 | \$ 2,890,018.20 | \$ 1,424,548.00 | \$ 12,840,275.21 | \$ 18,583,720.20 | \$ 38,471,902.65 | \$ 38,447,852.34 | \$ 45,893,617.11 | \$ 14,366,207.85 | \$ 6,055,738.79 |
| Disbursements | | | | | | | | | | | |
| Certificated Salaries | 1000-1999 | 138,641,356.23 | 4,159,240.69 | 5,545,654.25 | 12,477,722.06 | 12,477,722.06 | 12,477,722.06 | 12,477,722.06 | 12,477,722.06 | 12,477,722.06 | 12,477,722.06 |
| Classified Salaries | 2000-2999 | 44,702,131.00 | 1,341,063.93 | 1,788,085.24 | 4,023,191.79 | 4,023,191.79 | 4,023,191.79 | 4,023,191.79 | 4,023,191.79 | 4,023,191.79 | 4,023,191.79 |
| Employee Benefits | 3000-3999 | 72,795,263.77 | 2,183,857.91 | 2,911,810.55 | | | 6,551,573.74 | 6,551,573.74 | 6,551,573.74 | 6,551,573.74 | 6,551,573.74 |
| Books and Supplies | 4000-4999 | 20,567,690.60 | 3,085,153.59 | 3,085,153.59 | | | 1,439,738.34 | 1,439,738.34 | 1,439,738.34 | 1,439,738.34 | 1,439,738.34 |
| Services and Other Operating | 5000-5999 | 29,400,438.40 | 2,260,893.71 | 2,260,893.71 | | | 2,260,893.71 | 2,260,893.71 | 2,260,893.71 | 2,260,893.71 | 2,260,893.71 |
| Capital Outlay | 6000-6900 | 522,589.00 | 78,388.35 | 78,388.35 | | | 36,581.23 | 36,581.23 | 36,581.23 | 36,581.23 | 36,581.23 |
| Other Outgo | 7000-7299 | 175,841.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35,168.20 | 35,168.20 |
| Direct Support/Indirect Cost | 7300-7399 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Debt Service | 7430-7439 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105,997.50 | 0.00 | 0.00 | 0.00 |
| Interfund Transfers Out | 7600-7629 | 315,383.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Uses | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Disbursements | | \$ 307,183,667.00 | \$ 13,108,598.18 | \$ 15,669,985.69 | \$ 28,476,923.24 | \$ 26,789,700.87 | \$ 26,789,700.87 | \$ 26,895,698.37 | \$ 26,789,700.87 | \$ 26,824,869.07 | \$ 26,824,869.07 |
| General Ledger (Assets) | | | | | | | | | | | |
| Revolving Cash Account | 9100-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash with a Fiscal Agent/Trustee | 9135 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accounts Receivable | 9200 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

4.10.2 Creating Cash Flow during SACS File import process

Projection upload creates **Cash Flow**. Step 3 of Import SACS file requires selecting revenue view.

Figure 4.33: Import SACS file Step 3 – Cash Flow Parameters**Import SACS File***Step 3: Setup Cash Flow*

Cash Flow Parameters:

1. Which method would you prefer to use for entering revenue data?

☒ By Resource and Object (Best Practice, Highly Recommended).

☐ By Major Object Range (Summary Version, no Resource/Object Detail).

2. Please enter values for each of the following:

a. Beginning Cash Balance:

b. General Ledger Accounts:

 i. Assets:

 - Revolving Cash Account:

 - Cash with a Fiscal Agent/Trustee:

 - Accounts Receivable:

 - Due from Other Funds:

 ii. Liabilities:

 - Accounts Payable (Current Liabilities):

 - Due to Grantor Governments:

 - Due to Other Funds:

 - Deferred Revenue:

<< Previous Next >>

There are two methods of entering revenue data:

- By Resource and Object – allows entering revenues per each Resource-Object combination;
- By Major Object Range - allows entering revenues per Object range as total of all resources.

It is highly recommended to use 'By Resource and Object' option.

Step 3 of Import SACS file provides opportunity to enter Cash Flow values.

User can adjust these amounts on Cash Flow screen (see Figure 4.34 on p.90) therefore it can be left blank or filled with preliminary data.

Figure 4.34: Cash Flow Parameters on the Cash Flow screen

| Name | Object Code | Budget | Jul Projected |
|--|-------------|-----------------|------------------|
| | | | 33,374.00 |
| Total Receipts | | \$ 6,467,862.14 | \$ 67,909.30 |
| Disbursements | | | |
| Certificated Salaries | 1000-1999 | | 104,478.84 |
| Classified Salaries | 2000-2999 | 1,046,948.00 | 31,408.44 |
| Employee Benefits | 3000-3999 | 1,098,170.00 | 32,945.10 |
| Books and Supplies | 4000-4999 | 189,894.00 | 28,484.10 |
| Services and Other Operating | 5000-5999 | 481,359.00 | 37,016.51 |
| Capital Outlay | 6000-6900 | 0.00 | 0.00 |
| Other Outgo | 7000-7299 | 35,000.00 | 0.00 |
| Direct Support/Indirect Cost | 7300-7399 | -8,961.00 | 0.00 |
| Debt Service | 7430-7439 | 0.00 | 0.00 |
| Interfund Transfers Out | 7600-7629 | | |
| All Other Financing Uses | 7630-7699 | | |
| Total Disbursements | | \$ 6,375,038.00 | \$ 234,332.99 |
| General Ledger (Assets) | | | |
| Revolving Cash Account | 9130 | 1,000.00 | 200.00 |
| Cash with a Fiscal Agent/Trustee | 9135 | 0.00 | 0.00 |
| Accounts Receivable | 9200 | 0.00 | 0.00 |
| Due from Other Funds | 9310 | 0.00 | 0.00 |
| Total Assets | | \$ 1,000.00 | \$ 200.00 |
| General Ledger (Liabilities) | | | |
| Accounts Payable (Current Liabilities) | 9500 | 0.00 | 0.00 |
| Due to Grantor Governments | 9590 | 0.00 | 0.00 |
| Due to Other Funds | 9610 | 450,000.00 | 0.00 |
| Deferred Revenue | 9650 | 149,574.00 | 29,914.80 |
| Total Liabilities | | \$ 599,574.00 | \$ 29,914.80 |
| Ending Cash Balance | | | \$ -164,764.49 |

4.10.3 Create new Cash Flow in existing projection

Cash Flow can be recreated in existing projection by clicking button 'Create' in the left corner of the screen. The **Cash Flow Creation** window will be displayed. (see Figure 4.35 on p.91)

Refer to the paragraph 4.10.2 for description of selection choices.

Figure 4.35: Cash Flow Creation

Cash Flow Creation

Cash Flow Parameters

1. Which method would you prefer to use for entering revenue data?

☒ By individual object and resource (a little more work, but more accurate).

☐ By major object range (less work, but less accurate).

2. Please enter values for each of the following:

a. Beginning Cash Balance: \$ 33,374.00

b. General Ledger Accounts:

i. Assets:

- Revolving Cash Account: \$ 1,000.00
- Cash with a Fiscal Agent/Trustee: \$ 0.00
- Accounts Receivable: \$ 0.00
- Due from Other Funds: \$ 0.00

ii. Liabilities:

- Accounts Payable (Current Liabilities): \$ 0.00
- Due to Grantor Governments: \$ 0.00
- Due to Other Funds: \$ 450,000.00
- Deferred Revenue: \$ 149,574.00

Create Cancel

Attention: ‘Create’ operation will delete existing Cash Flow data.

4.10.4 Entering Actuals

There are three ways to enter actuals in the Cash Flow:

- Enter Actuals from Cash Flow overview screen;
- Enter Actuals by Month;
- Enter Actuals by Object Range.

4.10.4.1 Entering Actuals from Cash Flow overview screen

Entering Actuals from Cash Flow overview screen is quickest way to enter Actuals. Typing amount in the cell changes amount setting from Projected to Actual. Detail Data Input mode allows to enter Actuals from overview screen for Disbursements and General Ledger accounts (see Figure 4.36 on p.92).

Figure 4.36: Cash Flow Detail Data Input Mode

Cash Flow

Overview

You are working in Detailed Data Input Mode. Switch to [Aggregate Data Input Mode?](#) **Commands:**

| Name | Object Code | Budget | Jul Projected |
|----------------------------------|-------------|-----------------|------------------|
| | | | 33,374.00 |
| Receipts | | | |
| Revenue Limit Sources | 8010-8099 | 4,637,968.14 | 49,612.95 |
| Federal Revenues | 8100-8299 | 380,293.00 | 0.00 |
| Other State Revenues | 8300-8599 | 1,048,315.00 | 16,296.35 |
| Other Local Revenues | 8600-8799 | 401,286.00 | 0.00 |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 |
| All Other Financing Sources | 8930- | | 0.00 |
| Total Receipts | | | 65,909.30 |
| Disbursements | | | |
| Certificated Salaries | 1000-1999 | 3,482,628.00 | 104,478.84 |
| Classified Salaries | 2000-2999 | 1,046,948.00 | 31,408.44 |
| Employee Benefits | 3000-3999 | 1,098,170.00 | 32,945.10 |
| Books and Supplies | 4000-4999 | 189,894.00 | 28,484.10 |
| Services and Other Operating | 5000-5999 | 481,359.00 | 37,016.51 |
| Capital Outlay | 6000-6900 | 0.00 | 0.00 |
| Other Outgo | 7000-7299 | 35,000.00 | 0.00 |
| Direct Support/Indirect Cost | 7300-7399 | -8,961.00 | 0.00 |
| Debt Service | 7430-7439 | 0.00 | 0.00 |
| Interfund Transfers Out | 7600-7629 | 0.00 | 0.00 |
| All Other Financing Uses | 7630-7699 | 0.00 | 0.00 |
| Total Disbursements | | \$ 6,325,038.00 | \$ 234,332.99 |
| General Ledger (Assets) | | | |
| Revolving Cash Account | 9130 | 1,000.00 | 200.00 |
| Cash with a Fiscal Agent/Trustee | 9135 | 0.00 | 0.00 |
| Accounts Receivable | 9200 | 0.00 | 0.00 |
| Due from Other Funds | 9310 | 0.00 | 0.00 |
| Total Assets | | \$ 1,000.00 | \$ 200.00 |

Click on the cell to edit value

To input Actuals for Receipts navigate to Receipts Object Group screen by clicking Object group link on the left column and in the Object Group screen edit values (see Figure 4.37).

Figure 4.37: Cash Flow Detail Data Input Mode - Receipts

Resource: 0000 - Unrestricted / Object Group: 8010 - 8099 Revenue Limit Sources

Resource: 0000 - Unrestricted **Select Resource**

Object Group: 8010 - 8099 Revenue Limit Sources **Click on the cell to edit value**

| Name | Object Code | Budget | Jul | Aug |
|---|-------------|-----------------|--------|------------|
| Principal Apportionment | 8010 | \$ 0.00 | 0.00 | 0.00 |
| Revenue Limit State Aid—Current Year | 8011 | \$ 3,645,709.14 | 0.00 | 502,459.00 |
| Charter Schools General Purpose Entitlement—State Aid | 8015 | \$ 0.00 | 0.00 | 0.00 |
| Revenue Limit State Aid—Prior Years | 8019 | \$ 0.00 | 0.00 | 0.00 |
| Tax Relief Subventions | 8020 | \$ 0.00 | 0.00 | 0.00 |
| Homeowners' Exemption | 8021 | \$ 9,384.00 | 469.20 | 469.20 |

Aggregate Data Input mode allows to enter Actuals from overview screen for Receipts, Disbursements and General Ledger accounts (see Figure 4.38).

Figure 4.38: Cash Flow Aggregate Data Input Mode

Cash Flow

Overview

You are working in Aggregate Data Input Mode. ⚠

Commands:

| Name | Object | | Jul Projected |
|----------------------------------|-----------|-----------------|------------------|
| | | | 33,374.00 |
| Receipts | | | |
| Revenue Limit Sources | 8010-8099 | 4,637,968.14 | 500.00 |
| Federal Revenues | 8100-8299 | 380,293.00 | 0.00 |
| Other State Revenues | 8300-8599 | 1,048,315.00 | 16,296.35 |
| Other Local Revenues | 8600-8799 | 401,286.00 | 0.00 |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | 0.00 | 0.00 |
| Total Receipts | | \$ 6,467,862.14 | \$ 16,796.35 |
| Disbursements | | | |
| Certificated Salaries | 1000-1999 | 3,482,628.00 | 104,478.84 |
| Classified Salaries | 2000-2999 | 1,046,948.00 | 31,408.44 |
| Employee Benefits | 3000-3999 | 1,098,170.00 | 32,945.10 |
| Books and Supplies | 4000-4999 | 189,894.00 | 28,484.10 |
| Services and Other Operating | 5000-5999 | 481,359.00 | 37,016.51 |
| Capital Outlay | 6000-6900 | 0.00 | 0.00 |
| Other Outgo | 7000-7299 | 35,000.00 | 0.00 |
| Direct Support/Indirect Cost | 7300-7399 | -8,961.00 | 0.00 |
| Debt Service | 7430-7439 | 0.00 | 0.00 |
| Interfund Transfers Out | 7600-7629 | 0.00 | 0.00 |
| All Other Financing Uses | 7630-7699 | 0.00 | 0.00 |
| Total Disbursements | | \$ 6,325,038.00 | \$ 234,332.99 |
| General Ledger (Assets) | | | |
| Revolving Cash Account | 9130 | 1,000.00 | 200.00 |
| Cash with a Fiscal Agent/Trustee | 9135 | 0.00 | 0.00 |
| Accounts Receivable | 9200 | 0.00 | 0.00 |
| Due from Other Funds | 9310 | 0.00 | 0.00 |
| Total Assets | | \$ 1,000.00 | \$ 200.00 |

4.10.4.2 Entering Actuals by Month

Entering Actuals by Month provides monthly view for all Objects. It is recommended to use this screen to reset actual values to projected. Detail Data Input mode allows to enter Actuals for Disbursements and General Ledger accounts. Click on the pencil icon on the right of the month to input data (see Figure 4.39 on p.94).

Figure 4.39: Cash Flow Detail Data Input Mode – Edit by Month link

| Name | Object Code | Budget | Jul Actual | Aug Projected | Sep Projected | Oct Projected |
|------------------------|-------------|----------------|---------------|------------------|------------------|------------------|
| | | | 10,300,000.00 | 81,420.02 | -12,840,275.21 | -18,583,720.20 |
| Receipts | | | | | | |
| Revenue Limit Sources | 8010-8099 | 169,920,297.37 | 1,566,277.60 | 1,424,549.66 | | |
| Federal Revenues | 8100-8299 | 34,013,836.00 | 0.00 | 0.00 | | |
| Other State Revenues | 8300-8599 | 77,315,661.00 | 1,323,740.60 | 1,323,740.60 | | |
| Other Local Revenues | 8600-8799 | 5,869,541.00 | 0.00 | 0.00 | | |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Click on the pencil
to edit values by
month

Enter actuals for the month window will open (see Figure 4.40).

Figure 4.40: Cash Flow Detail Data Input Mode – Enter actuals for the month

Enter actuals for the month of July 2011

| Name | Object Code | Budget | Actual | Use |
|--|-------------|---------------|---------|-------------------------------------|
| Certificated Salaries | 1000-1999 | \$ 104,478.84 | \$ 0.00 | <input type="checkbox"/> |
| Classified Salaries | 2000-2999 | \$ 31,408.44 | \$ 0.00 | <input type="checkbox"/> |
| Employee Benefits | 3000-3999 | \$ 32,945.10 | \$ | <input type="checkbox"/> |
| Books and Supplies | 4000-4999 | \$ 28,484.10 | \$ | <input type="checkbox"/> |
| Services and Other Operating | 5000-5999 | \$ 37,016.51 | \$ | <input type="checkbox"/> |
| Capital Outlay | 6000-6900 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Other Outgo | 7000-7299 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Direct Support/Indirect Cost | 7300-7399 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Debt Service | 7430-7439 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Interfund Transfers Out | 7600-7629 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| All Other Financing Uses | 7630-7699 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Revolving Cash Account | 9130 | \$ 200.00 | \$ 0.00 | <input type="checkbox"/> |
| Cash with a Fiscal Agent/Trustee | 9135 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Accounts Receivable | 9200 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Due from Other Funds | 9310 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Accounts Payable (Current Liabilities) | 9500 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Due to Grantor Governments | 9590 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Due to Other Funds | 9610 | \$ 0.00 | \$ 0.00 | <input checked="" type="checkbox"/> |
| Deferred Revenue | 9650 | \$ 29,914.80 | \$ 0.00 | <input type="checkbox"/> |

Save Cancel Undo Changes

Click to move
value to Actual
column

Click on
the cell to
edit value

Check to use actual
amount/ Uncheck to
use projected amount

To access Actuals for Receipts navigate to Receipts Object Group screen by clicking Object group link on the left column. Click on the pencil icon on the right of the month to edit values by Month in the Object Group screen (see Figure 4.41 on p.95).

Figure 4.41: Cash Flow Detail Data Input Mode – Receipts by month

Resource: 0000 - Unrestricted / Object Group: 8010 - 8099 Revenue Limit Sources

Resource: Select Resource

Object Group:

| Name | Object Code | Budget | Jul | Aug |
|---|-------------|-----------------|------|------------|
| Principal Apportionment | 8010 | \$ 0.00 | 0.00 | 0.00 |
| Revenue Limit State Aid—Current Year | 8011 | \$ 3,645,709.14 | 0.00 | 502,459.00 |
| Charter Schools General Purpose Entitlement—State Aid | 8015 | \$ 0.00 | 0.00 | 0.00 |
| Revenue Limit State Aid—Prior Years | 8019 | \$ 0.00 | 0.00 | 0.00 |
| Tax Relief Subventions | 8020 | \$ 0.00 | 0.00 | 0.00 |
| Homeowners' Exemption | 8021 | \$ 9,384.00 | | 469.20 |

Click on the pencil to edit values by month

Enter actuals for the month window will open (see Figure 4.42 on p.95).

Figure 4.42: Cash Flow Detail Data Input Mode – Enter actual receipts for the month

Enter actuals for the month of July 2011

| Name | Object Code | Budget | Actual | Use |
|---|-------------|-----------------|---------|-------------------------------------|
| Principal Apportionment | 8010 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Revenue Limit State Aid—Current Year | 8011 | \$ 3,645,709.14 | \$ 0.00 | <input checked="" type="checkbox"/> |
| Charter Schools General Purpose Entitlement—State Aid | 8015 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Revenue Limit State Aid—Prior Years | 8019 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Tax Relief Subventions | 8020 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Homeowners' Exemption | 8021 | \$ 469.20 | \$ 0.00 | <input type="checkbox"/> |
| Timber Yield Tax | 8022 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Other Subventions/In-Lieu Taxes | 8029 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| County and District Taxes | 8040 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Secured Rolls Tax | 8041 | \$ 41,274.40 | \$ 0.00 | <input type="checkbox"/> |
| Unsecured Roll Taxes | 8044 | \$ 1,682.95 | \$ 0.00 | <input type="checkbox"/> |
| Prior Years' Taxes | 8045 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Supplemental Taxes | 8046 | \$ 1,142.65 | \$ 0.00 | <input type="checkbox"/> |
| Education Revenue Augmentation Fund (ERAF) | 8047 | \$ 3,675.00 | \$ 0.00 | <input type="checkbox"/> |
| Supplemental ERAF | 8048 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Community Redevelopment Funds | 8049 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Revenue Limit Transfers | 8090 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Revenue Limit Transfers | 8091 | \$ -22.70 | \$ 0.00 | <input type="checkbox"/> |

Click on the cell to edit value

Check to use actual amount/ Uncheck to use projected amount

Click to move value to Actual column

Save Cancel Undo Changes

Aggregate Data Input mode allows to enter Actuals for Receipts, Disbursements and General Ledger accounts from same Month view screen (see Figure 4.43 on p.96).

Figure 4.43: Cash Flow Aggregate Data Input Mode – Enter actuals for the month

Enter actuals for the month of July 2011

| Name | Object Code | Budget | Actual | Use |
|----------------------------------|-------------|---------------|-----------|-------------------------------------|
| Revenue Limit Sources | 8010-8099 | \$ 10,613.00 | \$ 500.00 | <input checked="" type="checkbox"/> |
| Federal Revenues | 8100-8299 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Other State Revenues | 8300-8599 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Other Local Revenues | 8600-8799 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Interfund Transfers In | 8900-8929 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| All Other Financing Sources | 8930-8979 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Certificated Salaries | 1000-1999 | \$ 104,478.84 | \$ 0.00 | <input type="checkbox"/> |
| Classified Salaries | 2000-2999 | \$ 31,408.44 | \$ 0.00 | <input type="checkbox"/> |
| Employee Benefits | 3000-3999 | \$ 32,945.10 | \$ 0.00 | <input type="checkbox"/> |
| Books and Supplies | 4000-4999 | \$ 28,484.10 | \$ 0.00 | <input type="checkbox"/> |
| Services and Other Operating | 5000-5999 | \$ 37,016.51 | \$ 0.00 | <input type="checkbox"/> |
| Capital Outlay | 6000-6900 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Other Outgo | 7000-7199 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Direct Support/Indirect Cost | 7200-7399 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Debt Service | 7400-7599 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Interfund Transfers Out | 7600-7629 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| All Other Financing Uses | 7630-7699 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Revolving Cash Account | 9130 | \$ 200.00 | \$ 0.00 | <input type="checkbox"/> |
| Cash with a Fiscal Agent/Trustee | 9135 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Accounts Receivable | 9200 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |
| Due from Other Funds | 9210 | \$ 0.00 | \$ 0.00 | <input type="checkbox"/> |

Click on the cell to edit value

Check to use actual amount/ Uncheck to use projected amount

Click to move value to Actual column

Save Cancel Undo Changes

4.10.4.3 Entering Actuals by Objects Range

Entering Actuals by Objects Range provides object view for all months. It is recommended to use this screen to reset actual values to projected or change distribution schedule. Click on the object group link on the left column of the table to input data (see Figure 4.44 on p.97).

Figure 4.44: Cash Flow Detail Data Input Mode – Edit by Object Range link

| Name | Object Code | Budget | Jul Actual | Aug Projected |
|------------------------------|-------------|--------------------------|------------------------|-------------------|
| | | | 10,300,000.00 | 81,4 |
| Receipts | | | | |
| Revenue Limit Sources | 8010-8099 | 169,920,297.37 | 1,566,277.60 | 1,424,1 |
| Federal Revenues | 8100-8299 | 34,013,836.00 | 0.00 | |
| Other State Revenues | 8300-8599 | 77,315,661.00 | 1,323,740.60 | 1,323,5 |
| Other Local Revenues | 8600-8799 | 5,869,541.00 | 0.00 | |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 | |
| All Other Financing Sources | 8930-8979 | 0.00 | 0.00 | |
| Total Receipts | | \$ 287,119,335.37 | \$ 2,890,018.20 | \$ 2,748,2 |
| Disbursements | | | | |
| Certificated Salaries | 1000-1999 | 138,641,356.23 | 4,159,240.69 | 5,545,4 |
| Classified Salaries | 2000-2999 | 44,702,131.00 | 1,341,063.93 | 1,788,0 |
| Employee Benefits | 3000-3999 | 72,795,263.77 | 2,183,857.91 | 2,911,3 |
| Books and Supplies | 4000-4999 | 20,567,690.60 | 3,085,153.59 | 3,085,1 |
| Services and Other Operating | 5000-5999 | 29,400,438.40 | 2,260,893.71 | 2,260,8 |
| Capital Outlay | 6000-6900 | 522,589.00 | 78,388.35 | 78,3 |
| Other Outgo | 7000-7299 | 175,841.00 | 0.00 | |
| Direct Support/Indirect Cost | 7300-7399 | | | |
| Debt Service | 7430-7439 | | | |
| Interfund Transfers Out | 7600-7629 | 315,383.00 | 0.00 | |

Click on the link to edit values by object group

Cash Flow Edit for the object range window will open (see Figure 4.45 on p.97).

Figure 4.45: Cash Flow Detail Data Input Mode – Cash Flow Edit for the object range

Cash Flow Edit

1000 - 1999 - Certificated Salaries [\(Choose another\)](#)

Commands: [Go back](#) [Upload Actuals](#)

Budget Amount \$ 3,482,628.00 Fiscal Year 2011/12

Click on the column header to enable editing

| | Distribution, % | Projected (A) | Projected/Actual (B) | = Variance (A-B) |
|-----------|-----------------|-----------------|---|------------------|
| July | 3.0000 % | \$ 104,478.84 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| August | 4.0000 % | \$ 139,305.12 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| September | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| October | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| November | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| December | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| January | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| February | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| March | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| April | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| May | 9.0000 % | \$ 313,436.52 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| June | 10.0000 % | \$ 348,262.80 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| Accruals | 2.0000 % | \$ 69,652.56 | 0.0000 % \$ 0.00 <input type="checkbox"/> | \$ 0.00 |
| Totals | 100.0000 % | \$ 3,482,628.00 | 0.0000 % \$ 0.00 | \$ 0.00 |

Actions: Save User Schedule Load FCMAT Schedule Load User Schedule

Actions: Save Actuals As a User Schedule

Actions: Fix Variances

Notes: Type note

Click on the cell to edit value

Check to use actual amount/ Uncheck to use projected amount

To access Actuals for Receipts navigate to Receipts Object Group screen by clicking Object group link on the left column. Click on the object link on the left of the month to edit values by Object (see Figure 4.46 on p.98).

Figure 4.46: Cash Flow Detail Data Input Mode – Receipts by object

Resource: 0000 - Unrestricted / Object Group: 8010 - 8099 Revenue Limit Sources

Resource: 0000 - Unrestricted Select Resource

Object Group: 8010 - 8099 Revenue Limit Sources

| Name | Object Code | Budget | Jul | Aug |
|--------------------------------------|-------------|-----------------|------|------------|
| Principal Apportionment | 8010 | \$ 0.00 | 0.00 | 0.00 |
| Revenue Limit State Aid—Current Year | 8011 | \$ 3,645,709.14 | 0.00 | 502,459.00 |
| Charter State Aid | 8015 | \$ 0.00 | 0.00 | 0.00 |
| Revenue | 8019 | \$ 0.00 | 0.00 | 0.00 |
| Tax Relief Subventions | 8020 | \$ 0.00 | 0.00 | 0.00 |

Click on the link to edit values by object

Cash Flow Edit for the object window will open (see Figure 4.47 on p.98).

Figure 4.47: Cash Flow Detail Data Input Mode – Cash Flow Edit for receipts object

Cash Flow Edit

Resource 0000 - Unrestricted
8011 - Revenue Limit State Aid—Current Year (Choose another)

Commands: [Go back](#) [Upload Actuals](#)

Budget Amount \$ 3,645,709.14 Fiscal Year 2011/12

Click on the column header to enable editing

| | Distribution, % | Projected (A) | Projected/Actual (B) | = Variance (B-A) |
|-----------|-----------------|-----------------|----------------------------|------------------|
| July | 0.0000 % | \$ 0.00 | 0.0000 % \$ 0.00 | \$ 0.00 |
| August | 0.0000 % | \$ 0.00 | 22.0916 % \$ 502,459.00 | \$ 502,459.00 |
| September | 11.7000 % | \$ 426,547.97 | 22.0916 % \$ 502,459.00 | \$ 75,911.03 |
| October | 0.0000 % | \$ 0.00 | 14.7282 % \$ 334,983.00 | \$ 334,983.00 |
| November | 9.0000 % | \$ 328,113.82 | 0.0000 % \$ 0.00 | \$ 0.00 |
| December | 9.0000 % | \$ 328,113.82 | 17.6733 % \$ 401,967.00 | \$ 73,853.18 |
| January | 25.3000 % | \$ 922,364.41 | 7.3631 % \$ 167,468.00 | \$ -754,896.41 |
| February | 0.5000 % | \$ 18,228.55 | 0.7355 % \$ 16,729.00 | \$ -1,499.55 |
| March | 0.0000 % | \$ 0.00 | 0.0000 % \$ 0.00 | \$ 0.00 |
| April | 4.6000 % | \$ 167,702.62 | 0.0000 % \$ 0.00 | \$ 167,702.62 |
| May | 1.5000 % | \$ 54,685.64 | 2.0019 % \$ 40,096.00 | \$ -14,589.64 |
| June | 0.0000 % | \$ 0.00 | 0.0000 % \$ 0.00 | \$ 0.00 |
| Accruals | 38.4000 % | \$ 1,399,952.31 | | |
| Totals | 100.0000 % | \$ 3,645,709.14 | 100.0000 % \$ 2,274,436.00 | \$ 1,371,273.14 |
| Notes | | | | |

Click on the cell to edit value

Check to use actual amount/ Uncheck to use projected amount

Actions:
Save User Schedule
Load FCMAT Schedule
Load User Schedule

Actions:
Save Actuals As a User Schedule

Actions:
Fix Variances

Aggregate Data Input mode allows to enter Actuals for Receipts, Disbursements and General Ledger accounts in same Object Range view screen (see Figure 4.48 on p.99).

Figure 4.48: Cash Flow Aggregate Data Input Mode – Cash Flow Edit for the object range

Cash Flow Edit

8010 - 8099 - Revenue Limit Sources *(Choose another)*

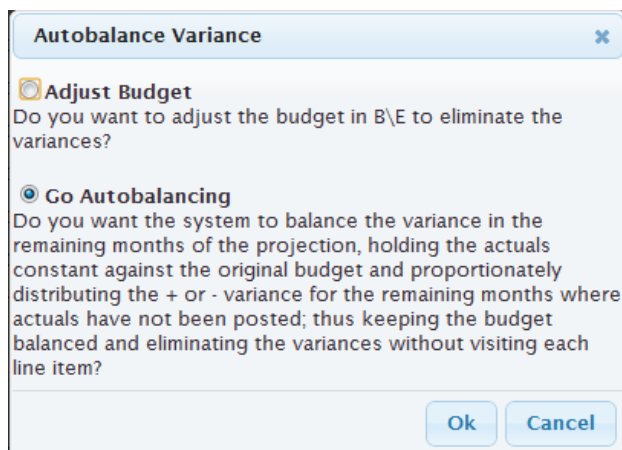
Commands: [Go back](#) [Upload A](#)

Budget Amount \$ 4,637,968.14 Fiscal Year 2011/12

| | Distribution, % | Projected (A) | Projected/Actual (B) | = Variance (B-A) |
|---|-----------------|---|----------------------------|---|
| July | 1.0600 % | \$ 49,612.95 | 0.0219 % \$ 500.00 ✓ | \$ -49,112.95 |
| August | 1.0600 % | \$ 49,612.95 | 22.0316 % \$ 502,959.00 ✓ | \$ 453,346.05 |
| September | 9.1900 % | \$ 426,547.97 | 22.0097 % \$ 502,459.00 ✓ | \$ 75,911.03 |
| October | 0.0000 % | \$ 0.00 | 14.6736 % \$ 334,983.00 ✓ | \$ 334,983.00 |
| November | 7.0700 % | \$ 328,113.82 | 0.0000 % \$ 0.00 ✓ | \$ -328,113.82 |
| December | 15.6300 % | \$ 725,017.42 | 17.7698 % \$ 405,667.00 ✓ | \$ -319,350.42 |
| January | 19.8800 % | \$ 922,364.41 | 7.3358 % \$ 167,468.00 ✓ | \$ -754,896.41 |
| February | 0.3900 % | \$ 18,228.55 | 0.7328 % \$ 16,729.00 ✓ | \$ -1,499.55 |
| March | 0.0000 % | \$ 0.00 | 0.0000 % \$ 0.00 ✓ | \$ 0.00 |
| April | 12.1700 % | \$ 564,606.22 | 13.3705 % \$ 305,235.00 ✓ | \$ -259,371.22 |
| May | 2.2400 % | \$ 104,298.59 | 2.0542 % \$ 46,896.00 ✓ | \$ -57,402.59 |
| June | 1.0600 % | \$ 46,579.90 | 0.0000 % \$ 0.00 ✓ | \$ -46,579.90 |
| Accruals | 30.2500 % | \$ 1,402,985.36 | | |
| Actions: Save User Schedule Load FCMAT Schedule Load User Schedule | | Actions: Save Actuals As a User Schedule | | Actions: Fix Variances |
| Totals | 100.0000 % | \$ 4,637,968.14 | 100.000(% \$ 2,282,896.00 | \$ -952,086.78 |
| Notes | | | | |

4.10.5 Reconciling Variances

Variance in the Cash Flow Edit can be reconciled. Use **Fix Variances** option to zero variance in active object or object range. Click **Fix Variances** link on the right bottom corner of Cash Flow Edit window. Autobalance Variance window will be displayed (see Figure 4.49 on p.100).

Figure 4.49: The Autobalance Variance window


Autobalance Variance [X]

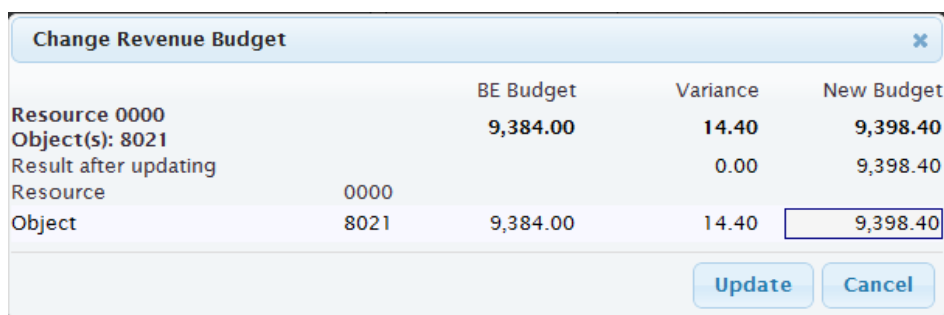
☐ **Adjust Budget**
Do you want to adjust the budget in B\E to eliminate the variances?

☒ **Go Autobalancing**
Do you want the system to balance the variance in the remaining months of the projection, holding the actuals constant against the original budget and proportionately distributing the + or - variance for the remaining months where actuals have not been posted; thus keeping the budget balanced and eliminating the variances without visiting each line item?

[Ok] [Cancel]

Review and consider two radio button options:

- **Adjust Budget** option opens Change Budget window (see Figure 4.50 on p.100).

Figure 4.50: Change Budget window


Change Revenue Budget [X]

| | | BE Budget | Variance | New Budget |
|------------------------|------|-----------------|--------------|-----------------|
| Resource 0000 | | | | |
| Object(s): 8021 | | 9,384.00 | 14.40 | 9,398.40 |
| Result after updating | | | 0.00 | 9,398.40 |
| Resource | 0000 | | | |
| Object | 8021 | 9,384.00 | 14.40 | 9,398.40 |

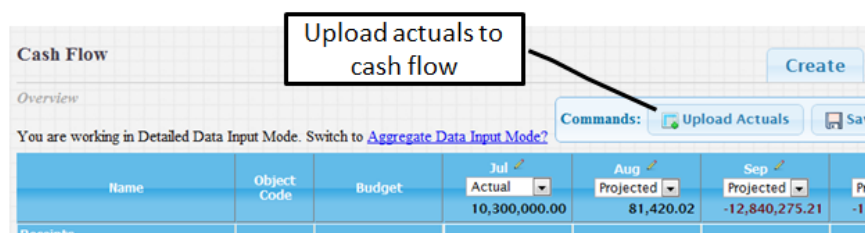
[Update] [Cancel]

- **Go Autobalancing** proceeds on balancing variance in the remaining months of projection.

Fix Variances button is available on the Cash Flow Overview screen. In this case variances will be fixed for all objects in projection.

4.10.6 Upload Actuals

Upload Actuals functionality allows to enter actuals using data file (see Figure 4.51).

Figure 4.51: Upload Actuals button


Cash Flow

Overview

You are working in Detailed Data Input Mode. Switch to [Aggregate Data Input Mode?](#)

Commands: [Upload Actuals] [Save]

[Create]

| Name | Object Code | Budget | Jul Actual | Aug Projected | Sep Projected | Pr |
|----------|-------------|--------|---------------|------------------|------------------|-----|
| Receipts | | | 10,300,000.00 | 81,420.02 | -12,840,275.21 | -11 |

Upload Actuals button opens **Upload Cashflow Actuals** window (see Figure 4.52).

Figure 4.52: Upload Cashflow Actuals

The screenshot shows the 'Upload Cashflow Actuals' window with the following elements and annotations:

- Section 1: What do you want to do? (do you need sample file?)**
 - Select action:**
 - ☒ Upload a new actuals data file.
 - ☐ Reload a previously uploaded actuals file.
 - ☐ Delete all existing actuals data in the cashflow.
 - Click the Browse button to select a new upload file:
 - Text input field
 - Browse** button
 - Please enter a description of the upload file below:
 - Text input field
- Section 2: Select a previously uploaded actuals file**
 - ☒ Test 1 (1/28/2011 8:55:48 AM)
 - ☐ Load format 1 (2/7/2011 1:11:14 PM)
 - ☐ Load small format 1 (2/7/2011 1:20:30 PM)
 - ☐ Woodland 2010-11 July Actuals (3/2/2011 10:40:32 AM)
- Section 3: Select action for records within the upload file that don't have a matching object in BE:**
 - ☒ Ignore Them
 - ☐ Include Them (and add matching object to BE)
- Section 4: Select import mode:**
 - ☒ **Add to Existing** (adds actuals in file to existing actuals)
 - ☐ **Subtract from Existing** (subtracts actuals in file from existing actuals)
 - ☐ **Delete All then Upload** (deletes all existing actuals then loads actuals from file)
 - ☐ **Replace Corresponding** (replace corresponding actuals with actuals in file)
 - ☐ **Remove Corresponding** (deletes corresponding actuals identified in file)

Annotations:

- Click to upload sample file:** Points to the 'Sample file' link in Section 1.
- Upload new file:** Points to the 'Browse' button.
- Non matching objects action:** Points to the 'Ignore Them' option in Section 3.
- Data import mode:** Points to the 'Add to Existing' option in Section 4.

Buttons: **Proceed** and **Cancel** at the bottom right.

4.10.7 Reset Values to zero

Detailed Data Input Mode in the Cash Flow often requires manual adjustments for all Resource – Object combinations. Reset Values to Zero helps to speed up the process. Button **Reset Values to Zero** located in the right top corner of the Cash Flow screen. This button opens **Reset Values to Zero** screen (see Figure 4.53 on p.102).

Figure 4.53: Reset Values to Zero

Reset Values to Zero for:

☒ July (actuals present)
☐ August (actuals present)
☐ September (actuals present)
☐ October (actuals present)
☐ November (actuals present)
☐ December (actuals present)
☐ January (actuals present)
☐ February (actuals present)
☐ March (actuals present)
☐ April (actuals present)
☐ May (actuals present)
☐ June (actuals present)

Select type of values:
☐ Projected ☐ Actuals

It is recommended to reset projected values to zero for the month where all actuals are entered. This will eliminate including projected amounts in grand total for month.

4.10.8 Change Cash Flow input mode

There are two modes of Cash Flow:

- Detailed Data Input Mode – allows entering revenues per each Resource-Object combination;
- Aggregate Data Input Mode - allows entering revenues per Object range as total of all resources.

It is highly recommended to use 'Detailed Data Input Mode' option. However it is possible to switch from Detail Mode to Aggregate Mode. Reverse action is not available. **Aggregate Data Input Mode** link opens **Preferred Data Input Mode** window (see Figure 4.54 on p.103).

Figure 4.54: Preferred Data Input Mode

Preferred Data Input Mode

☐ Detailed (enter revenue data by individual object and resource)

☐ Aggregate (enter revenue data by major object range)

☒ **Convert** existing cash flow to aggregate mode

☐ **Create new** cash flow in aggregate mode using default schedules

Attention: **Create new** option will delete all existing data in Cash Flow. **Convert** will summarize existing amounts by groups.

4.11 Special Services of Budget Explorer

4.11.1 Auto Balancing

Auto balancing helps to eliminate negative resource balances automatically.

This procedure works for:

- Restricted resources only,
- Resources with negative balance.

You should always review results of auto balancing carefully to be sure all changes are adequate.

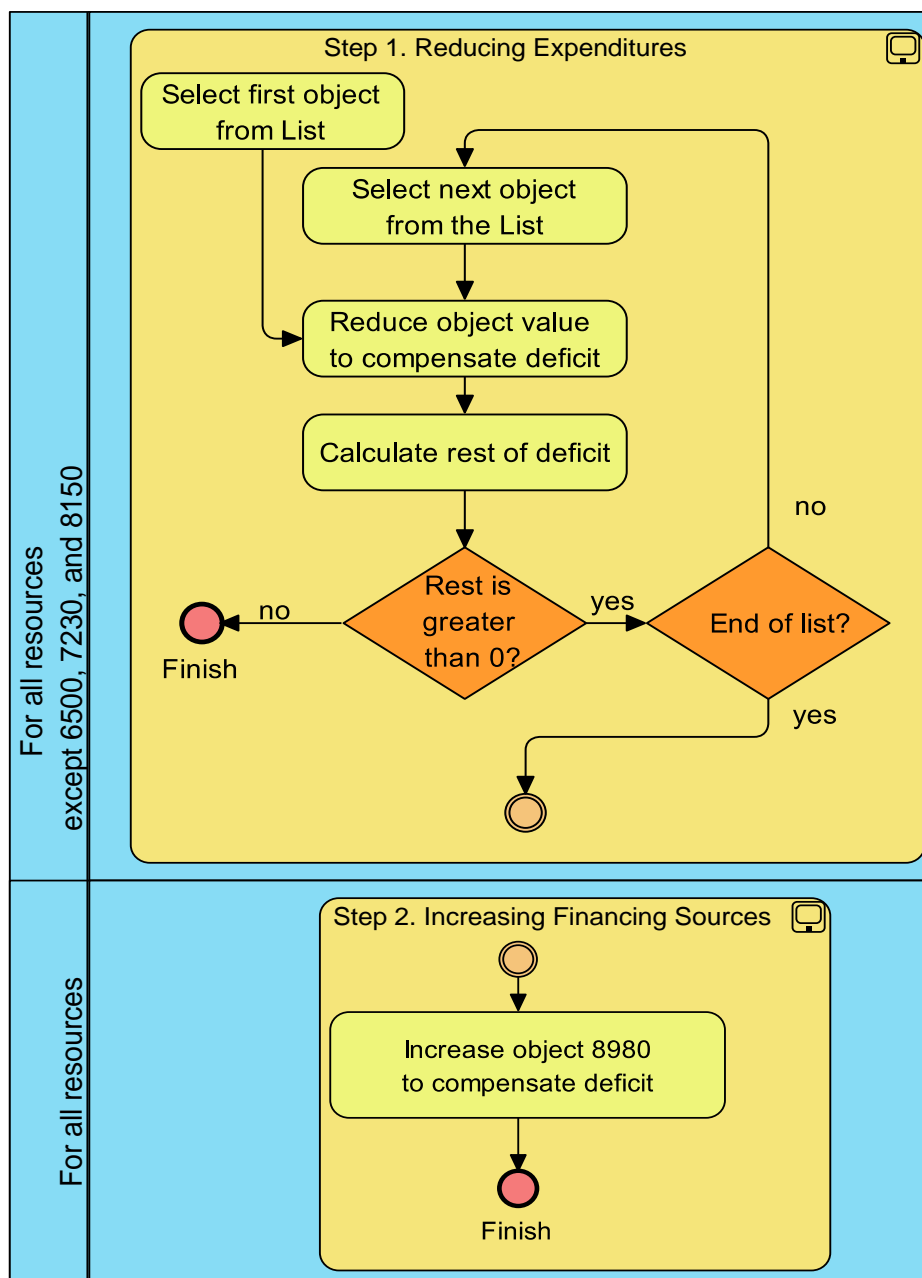
4.11.1.1 Algorithm description

The algorithm is the same for any resource in the projection.

Algorithm consists of 2 steps:

- Step 1 reduces expenditures (up to zero),
- Step 2 increases Financing Sources.

Figure 4.55: Auto balancing algorithm

**Step 1**

This step is not applied to 6500, 7230 and 8150 resources. Auto balancing of all other resources starts from this step.

The procedure processes objects in a **defined order**. Default order shown in Table 25. It always starts from 4100 object. If this object does not exist the procedure checks next object from the list in Table 25 – 4200, 4300, etc. Default order can be changed in projection. Please refer to paragraph 4.11.1.2.

When object with positive value is found, this value is decreased (up to zero) to eliminate deficit. If the value becomes zero but deficit exists, the procedure moves to the next object from the list in Table 25. This next object is reduced (up to zero) exactly as previous one to eliminate deficit. If deficit still exists then the procedure moves to the next object from the list in Table 25, etc.

If the last object has been processed and deficit still exists then the procedure starts step 2 otherwise it stops.

Step 2

If there are no more objects to reduce expenditures remaining deficit is written to 8980 object (Contributions from Unrestricted Resources). It means that for current expenditures deficit could be covered by Contributions from Unrestricted Resources only.

Table 25: Default Objects (from Expenditures section) affected by Auto Balance

| Object code | Object name |
|-------------|---|
| 4100 | Textbooks and Materials |
| 4200 | Books and Reference Mat'ls |
| 4300 | Materials and Supplies |
| 4400 | Noncapitalized Equipment |
| 4700 | Food |
| 5200 | Travel and Conferences |
| 5300 | Dues and Membership |
| 5400 | Insurance |
| 5500 | Operation and Housekeeping Svcs |
| 5600 | Rentals, Leases, Repairs, and Noncapitalized Improvements |
| 5700 | Direct Costs Transfers |
| 5800 | Professional/Consulting Services and Operating Expenditures |
| 5900 | Communications |
| 6100 | Sites and Improvement of Sites |
| 6200 | Buildings and Improvement of Buildings |
| 6300 | Books and Media for New School Libraries or Major Expansion of School Libraries |
| 6400 | Equipment |
| 6500 | Equipment Replacement |
| 4106 | Custom Object |

Attention! Remember to review results of auto balancing carefully to be sure all changes are adequate and new object values are acceptable.

4.11.1.2 How to change auto balancing order

Auto Balancing tab opens Auto Balancing screen. Right side of the screen contains two management blocks (see Figure 4.56 on p.106): Auto Balance Object List and Auto Balance Exception Resource List.

Figure 4.56: Auto Balancing management

The screenshot displays the Auto Balancing management interface, divided into two main sections: 'Auto Balance Object List' and 'Autobalance Except Resource List'.

Auto Balance Object List:

- Enter object or object range:** A text input field at the top left of the section.
- Auto balance order management:** A label pointing to the 'Auto Balance Object List' header.
- Objects order for auto balancing:** A list of object codes (4100, 4200, 4300, 4400, 4700, 5200, 5300, 5400, 5500) with delete icons (X) next to them. A red box highlights this list.
- Delete icon to remove object or object range:** A label pointing to a delete icon (X) next to an object code.
- Reset auto balance object list to default:** A button labeled 'Reset List To Default'.
- Save List:** A button labeled 'Save List'.

Autobalance Except Resource List:

- Enter resource:** A text input field at the top left of the section.
- Exception resource list management:** A label pointing to the 'Autobalance Except Resource List' header.
- Delete icon to remove resource:** A label pointing to a delete icon (X) next to a resource code (8150).
- Save List:** A button labeled 'Save List'.
- Reset List To Default:** A button labeled 'Reset List To Default'.

Instructions and Notes:

- You may enter object code(s) or range(s) in either of these formats:
 - 4000
 - 4000-9999
- Unnecessary values can be removed by clicking the X image.

Auto Balance object list sets up object list for Step 1 balancing described in paragraph 4.11.1.1 on p.103. Enter new object or range and press Enter. New object or object range always appears at the end of the list. Click 'Save list' button to save changes. Auto Balance Exception Resource List sets up resource list to be exempted from Step 1 balancing process.

4.11.1.3 How to use auto balancing

There are 2 ways to work with auto balancing:

- Via Navigation Tree,
- Via Auto Balancing Screen

When using Navigation Tree you may only auto balance one resource by clicking on it. Via Auto Balancing Screen you may select several resources (or all of them) and auto balance them.

In Navigation Tree and in Auto Balancing Screen there are several color marks used to inform users about resource (see Table 26).

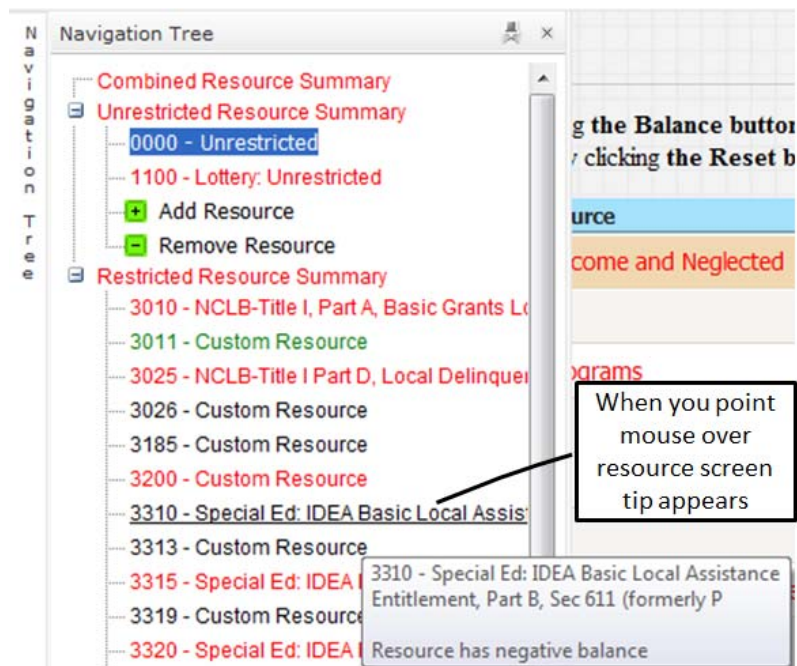
Table 26: Color marks

| Color | Example | Description |
|--------------------|------------------------|---|
| black | 3177 - Custom Resource | Regular color for all information |
| red | 3177 - Custom Resource | All resources with negative fund balance |
| green | 3175 - Custom Resource | All balanced resources |
| purple (violet) | 3175 - Custom Resource | All resources which were balanced but further projection editing made them negative |

4.11.1.3.1 Auto balancing via Navigation Tree

Click Navigation Tree button to pull Navigation Tree (see Figure 3.3 on p.17). Notice that screen tips for Navigation Tree show information if a resource has negative balance (see Figure 4.57). So, screen tip says that resource 3310 has negative balance. It is an additional message; red font indicates resource has negative balance.

Figure 4.57: Screen tips in Navigation Tree



Right mouse click will show context menu for selected resource (see Figure 4.58). If you click **Auto Balance this Resource** item will show you **Auto Balancing for Resource** screen (see Figure 4.59). You have to click on **Start** button to balance the resource according to algorithm (see paragraph 4.11.1.1 on p.103) or to click **Cancel** button to return to previous screen.

Figure 4.58: Context menu in Navigation Tree

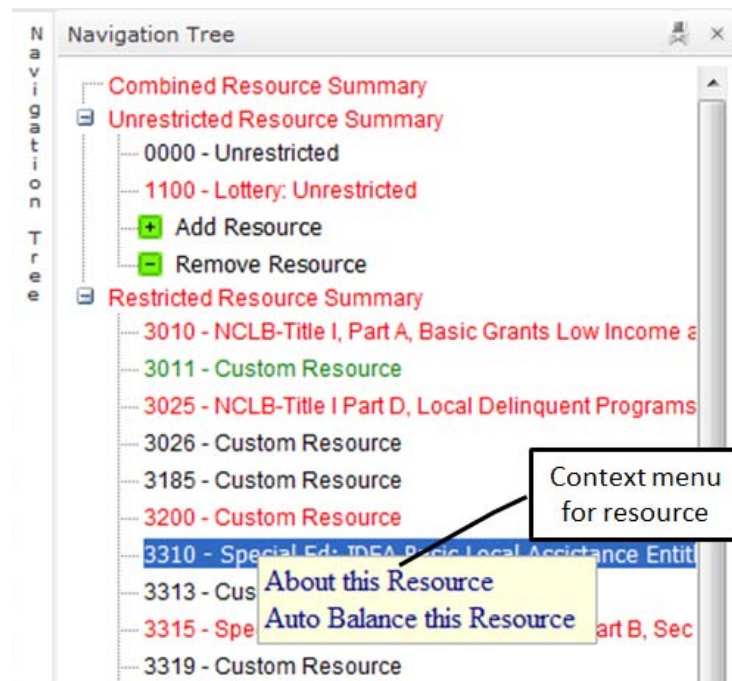


Figure 4.59: Auto Balancing for Resource screen - Start

Auto Balancing for Resource

Resource: 3310 Special Ed: IDEA Basic Local Assistance Entitlement, Part B, Sec 611 (formerly P

Click the 'Start' button below to auto balance this resource, or click 'Cancel' to return to the previous screen.

Please note that there is NO UNDO ABILITY after Auto Balancing has completed. Click 'Start' to proceed with Auto Balancing, or click 'Cancel' to abort the Auto Balancing process.

When the resource is balanced next screen will appear (see Figure 4.60). You should press one of two buttons:

- Report – to see auto balancing report
- Finish – to return to balanced resource screen

Figure 4.60: Auto Balancing for Resource screen - Finish

Auto Balancing for Resource

Resource: 3310 Special Ed: IDEA Basic Local Assistance Entitlement, Part B, Sec 611 (formerly P

Auto Balancing has been completed for this resource. Click the 'Report' button below to view the Autobalancing Report or click 'Finish' to return to the previous screen.

If you click Report button then PDF report will be generated (see Figure 4.61). This report shows:

- Code of resource which was auto balanced,
- Object code where value was changed

- Year – which year this change occurred
- Old Value – value of the object before auto balancing
- New Value – new value of the object after auto balancing
- Changed On – date and time of change
- Changed By – name of a person who started auto balance

Figure 4.61: Auto Balancing Report

Projection title

LEA name

LEA: Stockton City Unified
Projection: test_schedule_new2 test copy

Resource Code

AutoBalance for Resource 3310

| Resource | Object | Year | Old Value | New Value | Changed On | Changed By |
|----------|--------|---------|-----------|-----------|---------------------|-------------|
| 3310 | 4300 | 2012-13 | 222626.76 | 216563.00 | 2011-07-28 14:46:08 | Ajit Mandal |
| 3310 | 4300 | 2013-14 | 217684.15 | 216563.00 | 2011-07-28 14:46:08 | Ajit Mandal |
| 3310 | 4300 | 2014-15 | 218699.29 | 216563.00 | 2011-07-28 14:46:08 | Ajit Mandal |

4.11.1.3.2 Auto balancing via Auto Balancing screen

Click **Auto Balancing** tab (see Figure 3.1 on p.15) to open **Auto Balancing** screen (see Figure 4.62 on p.111).

This screen has extended functionality: Auto balancing and Reset to default rules (see paragraph 4.11.2 on p. 112).

A user may select several (or all) resources to auto balance by clicking buttons on the right side of resource title or clicking the button “Select ‘Balance’ for all resources”. When resources are selected click **Start** button to run the procedure.

ATTENTION: for auto balancing use Balance button only (as it is shown on Figure 4.62 (p.111). Reset button is used to reset rules (see paragraph 4.11.2 on p. 112).

Figure 4.62: Auto Balancing screen

Auto Balancing for Projection

Auto balancing: check the resource(s) by clicking the **Balance** button of the table to select the resource(s) to reset rules for, and press **Start** button.

Reset to default rules: check the resource(s) by clicking the **Reset** button of the table to select the resource(s) to reset rules for, and press **Start** button.

| Resource | Command |
|---|-------------------------------|
| 3010 - NCLB-Title I, Part A, Basic Grants Low Income and | Leave as is Reset Balance |
| 3011 - Custom Resource | Leave as is Reset |
| 3025 - NCLB-Title I Part D, Local Delinquent Programs | Leave as is Reset Balance |
| 3026 - Custom Resource | Leave as is Reset |
| 3185 - Custom Resource | Leave as is Reset |
| 3200 - Custom Resource | Leave as is Reset Balance |
| 3310 - Special Ed: IDEA Basic Local Assistance Entitlement, Part B, Sec 611 (formerly P | Leave as is Reset Balance |
| 3313 - Custom Resource | Leave as is Reset |
| 3315 - Special Ed: IDEA Preschool Grants, Part B, Sec 619 | Leave as is Reset Balance |
| 3319 - Custom Resource | Leave as is Reset |
| 3320 - Special Ed: IDEA Preschool Local Entitlement, Part B, Sec 611 | Leave as is Reset Balance |
| 3324 - Custom Resource | Leave as is Reset |
| 3345 - Special Ed: IDEA Preschool Staff Development, Part B, Sec 619 | Leave as is Reset Balance |
| 3385 - Special Ed: IDEA Early Intervention Grants | Leave as is Reset Balance |
| 3550 - Vocational Programs: Voc & Appl Tech Secondary II C, Sec 131 (Carl Perkins Act) | Leave as is Reset Balance |
| 3710 - NCLB: Title IV, Part A, Drug Free Schools | Leave as is Reset |

Auto Balance Object List:

You may enter object code(s) or range(s) in either of these formats:

- 4100
- 4200
- 4300
- 4400
- 4700
- 5200
- 5300
- 5400
- 5500

- Unnecessary values can be removed by clicking the image.

Autobalance Except Resource List:

Auto balancing is set to 8980 object only for the following list of resources:

You may enter resource code(s) or range(s) in either of these formats:

- 65000
- 72300
- 72400
- 81500

- Unnecessary values can be removed by clicking the image.

Exception resource list management

Auto balancing report

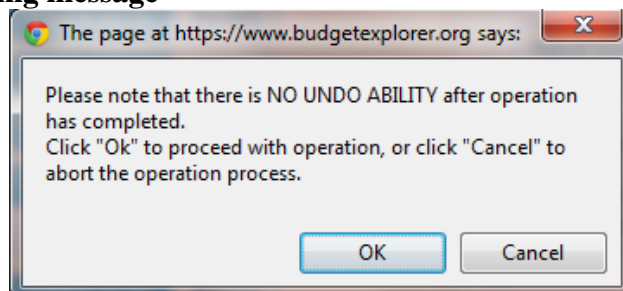
Select Reset to update all rules in resource to default

Select Balance to balance resource

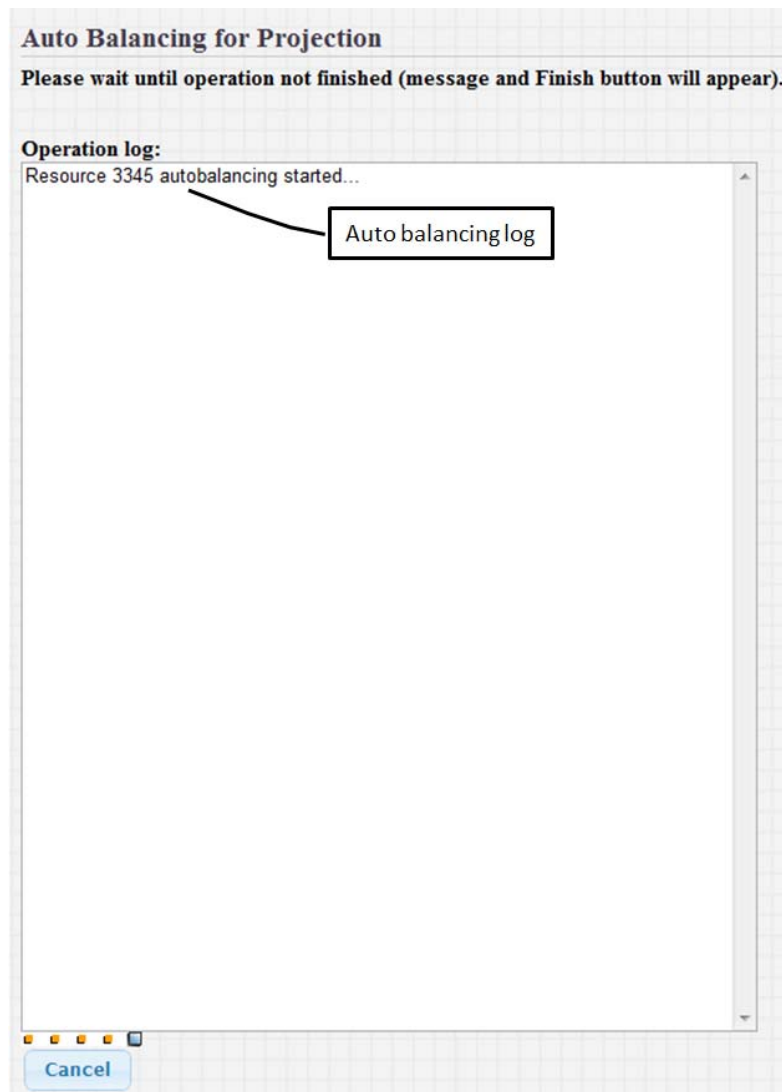
Click Start button to start the process

Clicking Start button creates warning message. Click OK to proceed auto balancing.

Figure 4.39: Warning message



While auto balancing is running a user will see its log (see Figure 4.63). After balancing all resources **Finish** button will appear at the bottom of the screen. Click **Finish** button will return to previous screen.

Figure 4.63: Auto Balancing log

There are report icons in the table of resources (see Figure 4.62). Click on the icon will generate PDF report with information about last auto balance. You may run auto balance many times after you made some changes, so every time you click this icon you will see last report only.

Auto balance report can be generated from **Reports** screen as well (see item 4.12.3.2 on p.123).

4.11.2 Reset to default rules

This operation will remove all rules within selected resource(s) added by a user. User may select one, several or all resources from the list. All default rules will be restored for

all objects within selected resource(s), i.e. all user rule adjustments will be removed. All object values will remain unchanged.

To execute this operation go to **Auto Balancing** screen (see Figure 4.64 on p.113) by clicking the **Auto Balancing** tab. Select the resources by clicking **Reset** button and click **Start** button to reset the rules. To reset all resources click “**Select ‘Reset to Default Rules’ for All Resources**” and click **Start** button.

ATTENTION: after you click **Start** button all your rules for selected resources in current projection will be replaced by the default rules. There is no way to roll back your projection to its previous state or reset its rules to initial ones.

Figure 4.64: Reset to default rules

Auto Balancing for Projection

Auto balancing: check the resource(s) by clicking the **Balance** button. To reset the rules for selected resources, click the **Reset** button. To reset all resources, click “**Select ‘Reset to Default Rules’ for All Resources**” and press **Start** button.

| Resource | Command |
|---|---------------------------|
| 3010 - NCLB-Title I, Part A, Basic Grants Low Income and | Leave as is Reset Balance |
| 3011 - Custom Resource | Leave as is Reset |
| 3025 - NCLB-Title I Part D, Local Delinquent Programs | Leave as is Reset Balance |
| 3026 - Custom Resource | Leave as is Reset |
| 3185 - Custom Resource | Leave as is Reset |
| 3200 - Custom Resource | Leave as is Reset Balance |
| 3310 - Special Ed: IDEA Basic Local Assistance Entitlement, Part B, Sec 611 (formerly P | Leave as is Reset Balance |
| 3313 - Custom Resource | Leave as is Reset |
| 3315 - Special Ed: IDEA Preschool Grants, Part B, Sec 619 | Leave as is Reset Balance |
| 3319 - Custom Resource | Leave as is Reset |
| 3320 - Special Ed: IDEA Preschool Local Entitlement, Part B, Sec 611 | Leave as is Reset Balance |
| 3324 - Custom Resource | Leave as is Reset |
| 3345 - Special Ed: IDEA Preschool Staff Development, Part B, Sec 619 | Leave as is Reset Balance |
| 3385 - Special Ed: IDEA Early Intervention Grants | Leave as is Reset Balance |
| 3550 - Vocational Programs: Voc & Appl Tech Secondary II C, Sec 131 (Carl Perkins Act) | Leave as is Reset Balance |
| 3710 - NCLB: Title IV, Part A, Drug Free Schools | Leave as is Reset |

Select ‘Reset to Default Rules’ for All Resources Select ‘Balance’ for All Resources **Start**

Auto Balance Object List:

- You may enter object code(s) or range(s) in either of these formats:

- 4100
- 4200
- 4300
- 4400
- 4700
- 5200
- 5300
- 5400
- 5500

- Unnecessary values can be removed by clicking the image.

Autobalance Except Resource List:

Auto balancing is set to 8980 object only for the following list of resources:

- 6500
- 7230
- 7240
- 8150

- You may enter resource code(s) or range(s) in either of these formats:

- 4000
- 4000-9999

- Unnecessary values can be removed by clicking the image.

4.11.3 Tools

Tools tab provides access to two items:

- Public Disclosure of Collective Bargaining Agreement, AB1200 (see Figure 4.65 on p.114);
- Fiscal Health Risk Analysis Report Adjustment (see Figure 4.66 on p.114).

Figure 4.65: Public Disclosure of Collective Bargaining Agreement

Public Disclosure of Collective Bargaining Agreement, AB1200 Generate Save

Add/Select Bargaining Unit: Unnamed + - ✖

1: Agreement 2: Explanations 3: Explanations 4a: Impact Unrestricted General Fund 4b: Impact Restricted General Fund 4c: Impact Combined General Fund 5: Multiyear Projections
6: Reserve Levels 7: Explanations 8: Compare to BRL Change 9: Certification No. 1 9a: Assumptions

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

Page 1: Agreement

Name of Bargaining Unit:

Certificated, Classified, Other:

The proposed agreement covers the period beginning: July 1, 2011 and ending June 30, 2012

The Governing Board will act upon this agreement on:

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

| Compensation | Annual Cost Prior to Proposed Agreement | Fiscal Impact of Proposed Agreement | | |
|--|---|-------------------------------------|-------------------------------|-------------------------------|
| | | Year 1 Increase/(Decrease) | Year 2 Increase/(Decrease) | Year 3 Increase/(Decrease) |
| 1. Salary Schedule | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Percentage: <input type="text"/> 0.00% | <input type="text"/> 0.00% | <input type="text"/> 0.00% | <input type="text"/> 0.00% | <input type="text"/> 0.00% |
| Value from prc: \$ | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Full value: \$ | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 2. Other Compensation | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Percentage: <input type="text"/> 0.00% | <input type="text"/> 0.00% | <input type="text"/> 0.00% | <input type="text"/> 0.00% | <input type="text"/> 0.00% |
| Value from prc: \$ | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Full value: \$ | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Description of other compensation | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. Statutory Benefits | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |

Figure 4.66: Fiscal Health Risk Analysis Report Adjustment

Deficit Spending Fund Balance Reserve for Economic Uncertainty Enrollment Interfund Borrowing Bargaining Agreements General Fund Encroachment Management Information Systems

Position Control Budget Monitoring Retiree Health Benefits Leadership/Stability Charter Schools Audit Report Facilities General Ledger

Is the district's fiscal health acceptable in the following areas? Yes/No/N/A

- 1. Deficit Spending
 - Is the district avoiding deficit spending in the current year? ☐ Yes ☐ No ☐ N/A
 - Is the district avoiding deficit spending in the two subsequent fiscal years? ☐ Yes ☐ No ☐ N/A
 - Has the district controlled deficit spending over the past two fiscal years? ☐ Yes ☐ No ☐ N/A
 - Is the issue of deficit spending addressed by fund balance, ongoing revenues, or expenditure reductions? ☐ Yes ☐ No ☐ N/A
 - Has the board approved a plan to eliminate deficit spending? ☐ Yes ☐ No ☐ N/A

Generate

4.11.4 Audit logging

Audit logging allows user to record all changes made by anyone to projection. To start record check the box on the **Projection Adjustment** screen (see Figure 4.10 on p.64).

When this option is enabled all user changes are recorded. Recording stops when this option is disabled (unchecked).

Audit logging report can be generated from **Reports** screen only (see 4.12.3.1 on p.121).

4.11.5 Update projection from SACS data file

This feature was developed to save time for users who would like to keep all their adjustments for new projections.

It means that user can update the projection with new SACS data file, and all rules applied manually will remain unchanged after updating. So once created projection can be used many times by simple updating base year values.

ATTENTION: there is no way to roll back to initial projection after updating it with new data.

4.11.5.1 Assumptions and rules of updating projection

The core idea of updating procedure is to union all information from current projection and from the uploaded SACS data file.

Accepting this idea the following rules are implemented during uploading procedure:

- All objects from a new DAT file are uploaded. If such objects exist in projection their base year values are updated; all rules and notes remain unchanged.
- For objects which are absent in a new DAT file but present in the projection:
 - a) values become zeroes,
 - b) all notes are removed,
 - c) all non-default rules are removed,
 - d) all rules that can make the value of a zero amount object go up (like LOT-Res rule) are removed (including default rules).
- All objects added by default will be restored with default rules and zero value in case they are absent in a new DAT file.
- All resources which are present in the projection but absent in a new DAT file will be removed; all resources which are absent in the projection but present in a new DAT file will be uploaded into the projection.
- If there is a historical dataset available, the base year beginning fund balance is set to be equal to previous year (historical) ending fund balance. If there is no historical dataset, user can edit the base year beginning fund balance value manually.
- All Cash Flow actuals will remain unchanged.

4.11.5.2 Update Projection Interface

Open **Home** page (see Figure 4.67 on p.116) in the left-most column, you will find a sentence that reads "Click here if you want to update all base values in the projection." Click on the "here" link and BE will display a **Update Projection** screen (see Figure 4.68 on p.117) that will allow you to select a new SACS data file to be uploaded.

Figure 4.67: Link to updating base values screen

Los Angeles County Office of Education: LACOE ACTIVE Working Copy (Base Year: 2010-2011)

Welcome, Ajit! [Projection List] [Logout] **BudgetExplorer** FCMAT

1. Home 2. Rules 3. Form-A/Staff 4. Salary Forecaster 5. Revenue Limit 6. Cash Flow 7. Auto Balancing 8. Tools 9. Reports

Los Angeles County Office of Education: LACOE ACTIVE Working Copy
In the fiscal budget cycle: 2010 - 2011

News

4/11/2011 State Aid Portion of Revenue Limit

County Office Users:

Please note that the amounts from line 27 (TOTAL, REVENUE LIMIT) are not automatically transferred to resource 0000 object 8011.

You will have to manually adjust the TOTAL REVENUE LIMIT values to deduct Property Tax Revenues and Local Sources. The purpose of these deductions will be to determine the State Aid Portion of Revenue Limit. These "State Aid Portion" values can then be manually transferred to resource 0000 object 8011.

7/13/2011 2011-12 Object 8011 Cash Flow Distribution Schedule (with Deferrals)

| Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Accruals |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|
| | | | | | | | | | | | | |

First time here?

Click on any button at the top or item listed in the Navigation Tree to start working. Note that you can input revenue and expenditure data in aggregate (i.e., one amount for each major object code range) or in detailed format (i.e., up to 4 digits of detail within any code range).

Projection Rules

Review the Projection Rules and make any changes you feel are necessary. Enter certificated salary data into the Salary Forecaster, to match your K-12 funding perspective and local economic outlook.

Enrollment/ADA/Staffing

Enter your Enrollment / ADA / Teacher Staffing data.

Reports

Create and view reports.

Navigation Tree

Resources listed in navigation tree have following color marks:

- 3177 - Custom Resource - Resource has positive balance
- 3177 - Custom Resource - Resource has negative balance
- 3175 - Custom Resource - Resource was autobalanced
- 3175 - Custom Resource - Resource was autobalanced, but following changes made its balance negative

Other Icons

The rule icon is used to apply rules for projecting data in future years. Hover your mouse over this icon to reveal the list of rules applied. To help you keep track of the assumptions that you make while creating your projection, click on the Notes icon to the right of the corresponding line item.

This is your common menu bar. Use it to navigate to the previous screen, add objects, save your changes, export your results to Excel, PDF, see graphs, and read contextual help files.

Attention!

Please note that the Salary Forecaster Rule is no longer in use anywhere in the projection;

Salaries for Restricted resources are not projected because no FTE is entered for restricted resources on "Staffing by Resource" page;

Statistics

Your current projection is created for 2 years. Click [here](#) if you want to update all base values in the projection.

If you wish to change the forecasting period or projection description please [click here](#).

Link to update base values in projection

© FCMAT 2009-2011 | Question/Suggestion? Proxient Technologies, Inc.

Update Projection screen is similar to **Import SACS file** screen (see Figure 4.2 on p.54). User may select either new SACS data file or previously imported SACS data file (see Figure 4.68 on p.117).

When SACS data file is defined click on **Next>>** link will open **Step 2: Select data to import** screen (Figure 4.69 on p.117). This screen allows user to select the interim.

ATTENTION: after you click **Next>>** at the step 2 all your data in current projection will be replaced by new values from SACS data file according to algorithm described in item 4.11.5.1 on p.115. There is no way to roll back your projection to its previous state or reset its values and/or rules to initial ones.

Figure 4.68: Update Projection from SACS File – Step 1

Update Projection from SACS File
Step 1: Choose an Import Method

Please note that during Updating Base Year the following actions will be taken:

1. All objects from a new DAT file are uploaded.
2. All user adjustments remain unchanged (rules and notes).
3. All objects which are absent in a new DAT file but present in the projection become zeroes, all rules and notes are removed.
4. All objects added by default will be restored with default rules and zero value in case they are absent in a new DAT file.
5. For resource-view projections all resources absent in a new DAT file will be removed; all resources from a new DAT file will be uploaded.

☒ Import a new SACS data file

Choose File No file chosen

Use the field below to provide a description for the selected SACS data file:

OR

☐ Select a Previously Imported SACS data file

☒ I Lagunitas 2010-11 Expanded Data File - Production (1/25/2011 3:34:55 PM)

☐ I 0 LACOE 10-11 2IntIP Detail (Verified 5/10) (5/11/2011 10:26:20 AM)

☐ I 0 10-11 LACOE 2nd Interim - Testing (5/2/2011 12:19:40 PM)

☐ I 0 LACOE 09-10 Unaudited Actuals for Comparison with SACS (5/2/2011 4:33:57 PM)

☐ I 0 LACOE 10-11 2IntIP Summary w Missing Historical Objects 01 (5/5/2011 1:43:13 PM)

☐ I 0 LACOE 10-11 2nd Interim Detail (From Spreadsheet) (5/4/2011 11:14:15 AM)

☐ I 0 LACOE 10-11 2nd Interim for Comparison with SACS (5/3/2011 10:18:34 AM)

☐ I 0 Test of Changing BYT (5/16/2011 12:43:32 PM)

☐ I 1 that works (1/31/2011 2:43:34 PM)

☐ I 1 that works - 2 (1/31/2011 2:47:01 PM)

Remove selected

Go Back **Next >>**

Select new SACS data file

Select previously imported SACS data file

Figure 4.69: Update Projection from SACS File – Step 2

Update Projection from SACS File
Step 2: Select Data to Import

Select Data to Import
LEA: Los Angeles County Office of Education

☐ 2010 - 2011 Second interim - Actuals to date

☐ 2010 - 2011 Second interim - Board approved operating budget

☐ 2010 - 2011 Second interim - Original budget

☒ 2010 - 2011 Second interim - Projected totals

Select a Set Of Default Rules For Objects & Resources
FCMAT Default

Select interim

<< Previous **Next >>**

Click 'Next' to upload data

When the projection is uploaded successfully the Step 3 screen will appear (see Figure 4.70 on p.118).

When the projection is updated with new values you may continue working with it in a usual way, changing rules, values, adding objects or notes etc.

Figure 4.70: Update Projection from SACS File – Step 3

Update Projection from SACS File

Step 3: Projection is successfully uploaded!

Click on Finish to continue working with projection.

Finish

4.11.5.3 Auto balancing 8091, 8093-8095 objects

All 8091, 8093-8095 objects in Restricted resources are totaled and mapped as negative value on the corresponding object within Resource 0000.

This operation is performed automatically every time any object from 8091, 8093-8095 range is updated.

4.12 Reports

4.12.1 Overview

Reports screen is shown in Figure 4.71 on p.119. There are 3 steps.

Step 1 lists all available reports.

There are 2 sections of reports:

- Standard reports
- System reports

Figure 4.71: Reports screen. Step 1

Report Generator
Step 1: Report Selection

Revenue Limit and Summary Reports:
(You may select one or more reports at once)

- ☐ Revenue Limit
- ☐ SACS Form 01
- ☐ FCMAT Report
- ☐ Summary

Salary and Benefits:
(You may select one or more reports at once)

- ☐ Salary Forecaster
- ☐ Unrestricted Cost of 1%
- ☐ Restricted Cost of 1%
- ☐ Combined Cost of 1%

Enrollment / ADA / Staffing:
(You may select one or more reports at once)

- ☐ Enrollment
- ☐ Staffing by Grade
- ☐ Staffing by Resource

Projection details / Settings:
(You may select one or more reports at once)

- ☐ Resource Detail
- ☐ Resource Object With Rule(s) calculation
- ☐ Projection Rules
- ☐ Projection Mistakes
- ☐ Projection Notes
- ☐ Audit Logging Report
- ☐ Autobalancing Report (Review System Changes)

Other FCMAT Reports:
(You may select only one report at once)

- ☐ Fiscal Health Risk Analysis
- ☐ Public Disclosure of Collective Bargaining Agreement, AB1200
- ☐ Cash Flow Summary
- ☐ Cash Flow Revenue Detail

Click 'Next' Next

Step 2 customizes report.

Figure 4.72: Reports screen. Step 2

Report Generator
Step 2A: Report 'Audit Logging Report' Customization

Adjust this form to make your own Audit Logging Report to review User Changes

Select a date range:

From To

Choose resources that will be included to the report:

- ☒ All Resources
- ☒ All Unrestricted Resources
- ☒ All Restricted Resources

☒ Filter records by user:

☐ Filter records by object:

Sort results by:

- ☒ Resource, object, year
- ☐ Date

Customize report

Click 'Next' Next

Step 3 customizes report orientation and notes.

Figure 4.73: Reports screen. Step 3

Report Generator
Step 3: Report Confirmation

Choose your report options and confirm creation

Report orientation:

☒ Portrait
☐ Landscape

Notes and Documentation in report:

☒ Include
☐ Suppress

Reports you have selected:

- Revenue Limit
- Audit Logging Report

Previous Click 'Next' Next

4.12.2 Standard reports



There are several standard reports in the **Reports** screen:

- Revenue Limit
- SACS Form 01
- FCMAT Report
- Summaries
- Salary Forecaster
- Unrestricted Cost of 1%
- Restricted Cost of 1%
- Combined Cost of 1%
- Fiscal Health Risk Analysis
- Public Disclosure of Collective Bargaining Agreement, AB1200
- Cash Flow Summary
- Cash Flow Revenue Detail
- Enrollment
- Staffing by Grade
- Staffing by Resource
- Resource Detail
- Resource Object With Rule(s) calculation
- Projection Rules
- Projection Mistakes
- Projection Notes

To generate the report(s) you need simply check the boxes of the report(s) and click **Next** button.

All reports except SACS Form 01 and FCMAT Report are the same reports that could be generated from their screens.

Additional options for standard reports include:

- Select what summary report to generate (Restricted, Unrestricted, Combined, or all)
- Resource tree to select resource codes to generate resource detail report for. You may use  and  to collapse/expand resource tree.

4.12.3 System reports

There 2 system reports currently in Budget Explorer:

- Audit Logging Report
- Auto Balancing Report



4.12.3.1 Audit Logging Report

Audit Logging Report will show all changes which took place when Audit Logging function was enabled on the **Projection Adjustment** screen (see Figure 4.10 on p.64).

Steps to generate Audit Logging Report (see Figure 4.74 on p.122):

Step 1. Check the box of Audit Logging Report. Click Next

Step 2. Select time period. All changes made during this period will be shown in the report (if audit logging was enabled during that period).

Select resources to include in the report. By default all resources are checked. You may use  and  to collapse/expand resource tree.

Filter by object. If needed check **Object** box and enter the object code in the field. This would be the only object to be displayed in the report.

Filter by user. Check the **User** box and select a user from the list. All changes of the selected user will be in the report.

Click Next

Step 3. Select Report orientation and select option to include or exclude notes. Click **Next** button to create PDF report.

Figure 4.74: Audit logging Report

Report Generator
Step 2A: Report 'Audit Logging Report' Customization

Adjust this form to make your own Audit Logging Report to review User Changes

Select a date range:
From 8/1/2011 To 8/1/2011

Choose resources that will be included to the report:

- ☒ All Resources
 - ☒ All Unrestricted Resources
 - ☒ All Restricted Resources

☒ Filter records by user:
Ajit Mandal

☐ Filter records by object:

Sort results by:

- ☒ Resource, object, year
- ☐ Date

Previous Click 'Next' Next

Audit Logging report looks similar to the one shown in Figure 4.75.

Figure 4.75: Audit Logging Report

LEA: San Diego Unified

Projection: alex 0425-07

Audit Logging Filter: Date from 4/27/2007 to 4/27/2007

| Page | Section | Resource | Object | Year | Action | Old Value | New Value | Changed On | Changed By |
|---------------------------------|--|----------|--------|---------|---------------|-----------|-----------|---------------------|-------------|
| Object Detail Screen | Resource Object Value - Noncapitalized Equipment | 0000 | 4400 | 2006-07 | Modified | 0.00 | 150.00 | 2007-04-27 14:55:04 | Ajit Mandal |
| Object Detail Screen | Resource Object Value - Noncapitalized Equipment | 0000 | 4400 | 2007-08 | Modified | 0.00 | 150.00 | 2007-04-27 14:55:04 | Ajit Mandal |
| Object Detail Screen | Resource Object Value - Noncapitalized Equipment | 0000 | 4400 | 2008-09 | Modified | 0.00 | 150.00 | 2007-04-27 14:55:04 | Ajit Mandal |
| (RV)Add Object | Resource Object Value - Custom Object | 0000 | 4101 | 2006-07 | Added | | 500.00 | 2007-04-27 14:55:31 | Ajit Mandal |
| (RV)Delete Object | Resource Object Value - Textbooks and Materials | 0000 | 4100 | 2006-07 | Deleted | | | 2007-04-27 14:57:16 | Ajit Mandal |
| (RV)Resource Object Rule Update | Resource Object Rule Code Cust% | 0000 | 4400 | 2006-07 | Rule Added | | 0.0000 | 2007-04-27 14:57:20 | Ajit Mandal |
| (RV)Object Rule Update | Resource Object Rule Code Cust% | 0000 | 4400 | 2007-08 | Rule Modified | 0.0000 | 5.0000 | 2007-04-27 14:57:25 | Ajit Mandal |
| (RV)Object Rule Update | Resource Object Rule Code Cust% | 0000 | 4400 | 2008-09 | Rule Modified | 0.0000 | 7.0000 | 2007-04-27 14:57:25 | Ajit Mandal |

Name of the screen (page) in which change occurred is in the **Page** column.

- **Section** column describes the item changed (name of the resource/object/rule).
- Resource Code is in **Resource** column.
- Object Code is in **Object** column.
- **Year** column indicates in what year value was changed.
- **Action** column shows the type of change (added/removed/modified).
- **Old Value** is the value of the object before modification/delete
- **New Value** is a new value of the object after modification/adding
- **Changed On** is date and time of change
- **Changed By** – name of a person who made this change

All pages, resources and objects changes (add/modify/delete) are recorded.

Different items in Budget Explorer have different attributes but all necessary information about them is in the report. Some fields in the report could be blank in case there was no value before or current item has no such attribute.

If a rule was changed than in **Object** column there will be object code the rule is assigned to, and in **Resource** column there will be resource code the object belongs to.

4.12.3.2 Auto Balancing Report



Auto Balancing Report section is enabled for resource view projections only. You can not generate this report in a projection by object codes.

This report is generated similarly to Audit Logging Report (see item 4.12.3.1).

Steps to generate Auto Balancing Report (see Figure 4.76):

Step 1. Check the box of Auto Balancing Report. Click Next

Step 2. Select time period. All changes made during this period will be shown in the report (if audit logging was enabled during that period).

Select resources to include in the report. By default all resources are checked. You may use  and  to collapse/expand resource tree.

Filter by object. If needed check **Object** box and enter the object code in the field. This would be the only object to be displayed in the report.

Filter by user. Check the **User** box and select a user from the list. All changes of the selected user will be in the report.

Step 3. Select Report orientation and select option to include or exclude notes. Click **Next** button to create PDF report.

Auto Balancing Report looks similar to the one shown in Figure 4.77.

Figure 4.76: Auto Balancing Report options

Report Generator
Step 2A: Report 'Autobalancing Report' Customization

Adjust this form to make your own Autobalancing Report to review System Changes

Select a date range:
From 8/1/2011 To 8/1/2011

Choose resources that will be included to the report:

- ☒ All Resources
 - ☒ All Unrestricted Resources
 - ☒ All Restricted Resources

☐ Filter records by user:
Ajit Mandal

☐ Filter records by object:

Sort results by:
☒ Resource, object, year
☐ Date

Previous Click 'Next' Next

Figure 4.77: Auto Balancing Report

LEA: San Diego Unified

Projection: alex 0425-07

Auto Balancing Report: Date from 4/27/2007 to 4/27/2007

| Resource | Object | Year | Old Value | New Value | Changed On | Changed By |
|----------|--------|---------|-----------|-----------|---------------------|-------------|
| 3310 | 4300 | 2007-08 | 4016.36 | 0.00 | 2007-04-27 12:46:14 | Ajit Mandal |
| 3310 | 5800 | 2008-09 | 776950.78 | 758741.00 | 2007-04-27 12:46:14 | Ajit Mandal |
| 3310 | 5800 | 2007-08 | 774363.24 | 758741.00 | 2007-04-27 12:46:14 | Ajit Mandal |

Auto Balancing Report shows following information:

- **Resource** column shows Resource Code(s) which were balanced.
- **Object** column shows Object Code(s) which were changed.
- **Year** column indicates in what year value was changed.
- **Old Value** is the value of the object before modification/delete
- **New Value** is a new value of the object after modification/adding
- **Changed On** is date and time of change
- **Changed By** – name of a person who made this change

User may select several reports simultaneously. They will be generated in one file.

